



**INTERNATIONAL INDIAN SCHOOL, JUBAIL (IISJ)**  
**P.O.BOX#1188, AL-JUBAIL-31961, KSA**  
**Affiliated to CBSE Delhi, School No: 5730007,**  
**Telephone: (03)-362 4130, Fax: (03)-361 1018**

**APPLICATION FORM**  
**(To be filled in Capital Letters)**

(Affix your Photograph)

**1) Position Applied for:**

OFFICE ASSISTANT

**2) Position:**

Office Assistant

**3) Personal Record:**

Name: \_\_\_\_\_  
First Middle Last

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ (Years) Nationality: \_\_\_\_\_

Passport Details: \_\_\_\_\_ /\_\_\_\_/\_\_\_\_ /\_\_\_\_/\_\_\_\_ \_\_\_\_\_

Passport Number Issue Date (Eng.) Expiry Date (Eng.) Place of Issue

Iqama Details: \_\_\_\_\_ /\_\_\_\_/\_\_\_\_ /\_\_\_\_/\_\_\_\_ \_\_\_\_\_

Iqama Number Issue Date(Eng.) Expiry Date(Eng.) Place of issue

Visa Status:  Permanent  Visit  Ajeer

Current Address [KSA]:

Home Address [India]:

\_\_\_\_\_  
\_\_\_\_\_

Telephone Details: \_\_\_\_\_  
Residence Personal contact Email Id

Sponsor Details: \_\_\_\_\_ /\_\_\_\_/\_\_\_\_ \_\_\_\_\_  
Iqama Number Expiry Date (Eng.) Company Name

**4) Academic Record:**

#	Qualification (Degree)	Mode of Study (Regular/Distance)	Institution/University	Year of Passing	Marks/Grade Obtained	Major Subjects

**5) Special Skills & Talents: (e.g. Certification Courses sports and other socially useful productive work)**

#	Brief Description

**6) Work Experience Record: (Teaching and Other Work)**

#	Post Held	Organization Details	Duration	Brief Job Responsibilities

**7) Any other Relevant Information:**

**8) References:**

#	Referee Name	Address	Telephone	Relation to you
1				
2				

**9) Undertaking:**

I certify that all the information furnished above for employment are true and correct to the best of my knowledge and belief, and I understand that any misrepresentation, falsification or omission of facts thereon may justify my disqualification of candidature.

\_\_\_\_\_

Signature of the Applicant

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date

**Note:**

Please attach photocopies of all educational qualification, work experiences, extracurricular activities and documents supporting your publications, research, seminars, workshops and other information furnished in the application form.

**Enclosures: (Photocopies only)**

<b>1</b>	<b>Certificate of Date of Birth</b>	
<b>2</b>	<b>Copies of Passport and Visa</b>	
<b>3</b>	<b>Academic &amp; Professional Certificates</b>	
<b>4</b>	<b>Experience Certificates</b>	
<b>5</b>	<b>Certificates of Extra Curricular Activities</b>	

**FOR OFFICE USE ONLY**

**VERIFICATION REPORT**

<b>1</b>	<b>Visa Status</b>	
<b>2</b>	<b>Date of Birth</b>	
<b>3</b>	<b>Original: Post Graduation Certificate</b>	
<b>4</b>	<b>Original: Graduation Certificate</b>	
<b>5</b>	<b>Original: Under Graduation Certificate</b>	
<b>6</b>	<b>Training: Degree / Diploma / Certificate</b>	
<b>9</b>	<b>Mark List and Division</b>	
<b>10</b>	<b>Experience:</b>	
<b>11</b>	<b>Other Certificate if any:</b>	

**Date of Interview:** \_\_\_\_\_

**Verified by:**

**1)** \_\_\_\_\_

**2)** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_