



KARACHI GRAMMAR SCHOOL

Application form
(Non-Teaching Staff)

Attach
photograph
here

(Compulsory)

POSITION APPLIED FOR:

PERSONAL INFORMATION

Full Name (as per CNIC)

Sex

current Residential Address:

Religion

Marital Status

of Children

Telephone Number

Emergency Contact No

Email

Date of Birth

Place of Birth

CNIC # / Nationality (if non-Pakistani National)

EDUCATIONAL RECORD

Examinations Passed	Year of Passing	Grades/ Division	Name of University / Board	Major Subject
MASTERS				
BACHELOR				
DIPLOMA				
H.S.C. / A Level				
S.S.C. / O Level				

ADDITIONAL SPECIALISATION / TRAINING RECORD

Course Title / Topic(s)	Period	Name of Organization / University	Outline / Details

EMPLOYMENT RECORD
(Starting from Current Employer)

Organization	Period		Position		Gross Emolument	
	From	To	Start	Final	Start	Final

Current Salary (Gross): _____ Expected Salary (Gross) at KGS: _____
 Details of Benefits: _____

Notice Period Required to Leave Present Job: _____

GENERAL INFORMATION

Do you own a Vehicle? Car MC No
 Do you possess a driving License? Car MC No

Membership of Societies, Clubs, Professional Institute	Member Since

Please list any interests, sports, or other activities:

1	7
2	8
3	9
4	10
5	11
6	12

REFERENCES

1. Personal

Name, Complete address and Telephone Numbers	Occupation and Position	Relation to Applicant	Period of Your Acquaintance

2. Professional

Name, Complete address and Telephone Numbers	Occupation and Position	Period of Your Acquaintance

Relatives working in KGS ? Yes () No ()

Emp. Status: Working () Left ()

If Yes

<p>Name : _____</p> <p>S/o, D/o, W/o: _____</p> <p>Relation: _____ Position: _____</p> <p>Section: () KG () JS () MS () CS () CA</p>

DECLARATION

I solemnly affirm that the information furnished in this application is true to the best of my knowledge and that I have not withheld anything which could affect my employment In this organization.

I also understand and agree that any false statement from my side shall render me liable for instant dismissal in the event of employment.

Signature : _____

Date : _____

KINDLY ATTACH COPIES OF THE FOLLOWING

- | | |
|--|--------------------------|
| 1) Photograph (to be fixed) | <input type="checkbox"/> |
| 2) CNIC / Passport – Clear copy | <input type="checkbox"/> |
| 3) Recent Salary Certificate/Slip | <input type="checkbox"/> |
| 4) Education Certificates | <input type="checkbox"/> |
| 5) Recent Experience Certificates/letter | <input type="checkbox"/> |
| 6) References (where applicable) | <input type="checkbox"/> |