



# *Personnel's application form*

Name of the applicant : .....

Subject : .....

Post applied for : .....

Contact number : .....

REMARKS (for office use) :

# **WAFY INTERNATIONAL SCHOOL**

A project of Co-ordination of Islamic Colleges

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## **Admission procedure consists of:**

1. Completion and submission of application form
2. Aptitude Test
3. Personal interview
4. Notification and acceptance of admission
5. Talk with Management
6. Training session

## **Completion and submission of application form:**

- Completed application form must be sent to the address given below
- The application will not be considered unless all answers are written legibly, signed and dated.
- The Rs. 1,000, application-processing fee

## **Aptitude test and personal interview:**

- Applicants who are notified of consideration (short-listed) must take the aptitude test.
- Qualified candidates will be notified of personal interview at Markaz campus in Valanchey.
- Those candidates appearing for personal interview will be notified of admission status within 24 hours.

## **The following must be submitted to the Interview Board:**

1. Interview call letter.
  2. Supporting materials (if any) such as writing samples (published), record of achievements, etc.
  3. Photocopy of official transcripts of academic records from undergraduate, graduate and/or professional institutions attended.
  4. A letter of recommendation from current or former academic faculty or professional superiors.
- The applicant must ask those writing recommendations to sign across the sealed flap of the envelope. Recommendation letters must accompany the application form.

## **Talk with Management**

- The selected applicants are encouraged to visit Markaz campus for orientation and mind setting

## **Training session**

- It is mandatory to attend all training sessions according to the directions given by the training personnels in order to ensure the appointment

## ***Applications must be sent to:***

Admissions Processing Office  
Co-ordination of Islamic Colleges  
Markaz campus  
Karthala P O. Malappuram

**LAST DATE OF THE APPLICATION FORM SUBMISSION :**

**10/04/2015**

**DATE OF APTITUDE TEST : 26/04/2015**

**Post applying for**

Affix recent  
passport size color  
Photograph

## **PERSONAL INFORMATION**

Name in full (Block letters)	
Age & Date of Birth	Place of Birth
Religion	Sex
Marital Status	Father

## **CONTACT INFORMATION**

<b>PRESENT ADDRESS</b>	
House Name & No	
Street Name	
Post Name & Code	
District	
State	
Country	

<b>PERMANENT ADDRESS</b>	
House Name & No	
Street Name	
Post Name & Code	
District	
State	
Country	
Tel No	Mobile
Email	

## ACADEMIC INFORMATION

Academic Qualification					
	Title of the award	Major subject	Awarding institution	Year	Mark/Grade
Islamic					
Secular	Graduation				
	Post Graduation				
	B.Ed/TTC				
	M.Ed/Mphil/Phd				
	TET/SET/NET				
Technical					

Scholarship/Awards/Honours

Project/Research work /Publication

## **EXTRA-CURRICULAR INFORMATION**

Proficiency in languages				
	Language	Read	Speak	Write
1				
2				
3				
4				
5				

Talents & Interests	

In Sports / Games / Outdoor activities	

The assignments/responsibilities which you have handled other than teaching	

## **WORK EXPERIENCE**

Particulars of Present / Last Job	
Organization:	Address:
Designation:	
Telephone:	Email:

Previous Jobs			
Institution	Period	Title	Subject & Classes Taught

Total Experience ( in years)	
Teaching:	Administration:
Others:	

Seminar / Course attended	Books recently read

## **OTHER INFORMATION**

Family Description

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State of Health

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## **REFERENCE**

Your referees should be people who have appraisal report of your performance.

	Name	Designation	Institution	Contact Number
1				
2				

## **YOUR THOUGHTS**

Answer the following questions based on the given directions: (Use additional sheets)

1. Your reasons for wanting to pursue a wafy school, and what you hope to achieve in this school (in not more than 250 words)
2. Write any incident in your previous organization and your role that may receive attention of CIC (in not more than 100 words)
3. People who have influenced and how (in not more than 100 words)
4. Have you ever adopted a non-traditional approach to handle a situation (Child related)? Describe your approach and outcome in not more than 100 words )
5. Write a few lines on your views on "Work Ethics" (in not more than 250 words)

### **DECLARATION:**

I hereby certify that all statements made and information given by me in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect before or after the interview or appointment, action can be taken against me by the School and my candidature/ appointment shall automatically stand cancelled/ terminated.

Signature of Applicant

Date