



# Sunbeam Group of Educational Institutions

Bhagwanpur, Annapurna, Lahartara, Varuna, Indira Nagar, Suncity, Sarnath- Varanasi

Updated dt. 25.01.2020

Date .....  
Form No. ....

Office Staff

## FINAL REMARKS

(for office use only)

Appointed as \_\_\_\_\_ for office, with effect from \_\_\_\_\_  
Pay details \_\_\_\_\_

(Sign. of the Authority)

## Candidates are requested to fill up the following details

Paste your  
recent  
passport  
size  
photograph

Name : .....DOB : ..... Age: ..... Sex: .....

Application for the post of (Office) .....

1. **Choice of Institutions** (in order of preference) :

- a) Sunbeam Annapurna ☐ b) Sunbeam Bhagwanpur ☐ c) Sunbeam Indira Nagar ☐  
d) Sunbeam Lahartara ☐ e) Sunbeam Sarnath ☐ f) Sunbeam Suncity ☐ g) Sunbeam Varuna ☐  
h) Sunbeam College for Women Bhagwanpur ☐ i) Sunbeam Women's College Varuna ☐  
j) Associate Sunbeam School at .....

2. Father's/Husband's Name: ..... Profession .....

3. **Contact No.:** Land line: ..... Mobile ..... e-mail: .....

4. Residential Address : .....

5. Address for correspondence : .....

6. Marital status : .....

7. **Children:**

Sl. No.	Name	Age	Name of the school where the child is studying

8. **Educational Qualifications :**

Sl.no	Examination	Name of School/College	Board/ University	Year of Passing	Medium of study	% age	Subject

9. **Working Experience :**

Name of the organization	Position	City	Duration	Reason for leaving

10. Knowledge of Computer ..... Details .....

11. Last salary drawn ..... Expected salary : .....

12. **Special Achievements** (Co-curricular/sports) :

Year	Event	Achievement

13. Hobbies / Interest : .....

## Interview Report

(to be filled in by the School / College authorities)

1. Interviewer's opinion
  - i) Subject knowledge: .....
  - ii) Personality : .....
  - iii) Communication skill : .....
  - iv) Overall assessment .....
  - v) Remarks : .....
2. Called for the demonstration on :      Date : .....      Time: .....
3. Called for trial from ..... to .....  
(Trial report required if put under trial and called for final interview)

\_\_\_\_\_  
*Signature of the Principal / Director*

## Technical Knowledge Report

Software Knowledge : .....      Topic: .....

Date : .....

Time : .....

1.    Excellent ☐      Good ☐      Satisfactory ☐      Can be inducted on trial ☐      Rejected ☐
2.    Technical Computer Knowledge ☐ A ☐ B ☐ C    3. Confidence on work ☐ A ☐ B ☐ C    4. Communication ☐ A ☐ B ☐ C
5.    Attitude towards work ☐ A ☐ B ☐ C      6. Willingness to learn ☐ A ☐ B ☐ C

\_\_\_\_\_  
*Name/Sign. of the staff member (Technical Expert)*

\_\_\_\_\_  
*(Sign of the Admin In-charge)*

## **Please express your views on the following topic**

Grade: \_\_\_\_\_

\_\_\_\_\_  
*Name/Sign. of the concerned teacher*