



Sunbeam Group of Educational Institutions

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

Updated dt. 08.01.2025

Date

Form No.

Admin/Principal post

Application for the post of Principal / Vice Principal / Hostel Superintendent City

If in Varanasi (tick)- Anp ☐ Bgn ☐ Ing ☐ Lht ☐ Snt ☐ Sct ☐ Vrn ☐ Siv ☐

Final Remarks (to be filled by School authority)

Appointed as w.e.f.

Pay details : Signature of the Authority:

My Personal Records

- Name
- Date of birth Age Sex
- Residential address Pin code
- Address for correspondence Pin code
- Contact : Landline Mobile :
E-mail:

Paste your
recent
passport
size
photograph

Educational Qualifications

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

Pursuing Qualifications

Sl.no	Examination	Name of School/College	Board/ University	Medium of study	Subject

Teaching Experiences

Sl.no	Name of the Institution	Class	Subject taught	Duration	Reasons for leaving

Administrative Experiences

Sl.no	Name of the institution	Designation	Duration	Reasons for leaving

Interview Report (to be filled in by the School / College authorities)	
Interviewer's opinion	
i) Subject knowledge:	ii) Personality :
iii) Communication skill :	
iv) Overall assessment	
v) Remarks :	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Signature of the Principal / Director</i>	

Knowledge of Computer : Yes ☐ No ☐

Achievements in co-curricular / Extra curricular / Sports activity

Major achievements / Implementation as school administrator

Hobbies and interests

Your strength and weaknesses

Strength	Weaknesses

References

Reference-1	Reference-2

Topic

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Personal Details

Last Salary Drawn (per month) : Expected Salary (per month) :

Languages known :

Communication / Writing Skills :

Marital Status : Name of Spouse

Qualification of Spouse: Spouse working as :

Children:

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

Signature of Candidate : Date: