



# Sunbeam Group of Educational Institutions

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

Updated dt. 08.01.2025

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) Sunbeam International Varuna ☐    k) 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. **Persuing Qualification**

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

10. **Working Experience :**

Name of the organization	Position	City	Duration	Reason for leaving

11. Knowledge of Computer ..... Details .....

12. Last salary drawn (per month) ..... Expected salary (per month) .....

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

Year	Event	Achievement

14. 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*