



Sunbeam Group of Educational Institutions

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

Updated dt. 19.01.2023

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. **Pursuing Qualifications**

Name of the organization	Position	City	Duration	Reason for leaving

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