A picture containing text, sign, businesscard

Description automatically generated

**OASIS ACADEMY (SCHOOL), RANI (GUWAHATI)**

C/o, A&J English Academy, Mairapur, Rani, Kamrup district, Assam 781015 **APPLICATION FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Position applied for | |  | | | | Attach passport size photograph | |
| 2 | (In block letters)  First Name  Last Name  Father’s First Name  Father’s Last Name  Gender (M/F) | |  | | | |
| 3 | Present address, telephone no & email id | |  | | | | | |
| 4 | Permanent address & Telephone No  ( city code) | |  | | | | | |
| 5 | Date of birth (dd/mm/yy) | |  | | | | | |
| 6 | Marital Status (tick the appropriate box)  Husband’s Name (if applicable) | | Single Married | | | | | |
| 7 | Spouse’s name & Occupation | |  | | | | | |
| 8 | Please describe your current state of health, highlighting any allergies, special requirements or treatment. | |  | | | | | |
| 9 | Languages Known | | Speak……………………………………………………………..  Read………………………………………………………………  Write……………………………………………………………… | | | | | |
| 10 | Are you open to relocation  (Yes/No) | | | | | | | |
| 11 | **EDUCATIONAL BACKGROUND**: List school attended, beginning with high school; include school and other special training. | | | | | | | |
|  | **Level** | **Name of School/College** | | **City/**  **State** | **Major/**  **Minor** | **Degree** | | **Year** |
|  | High School/  Secondary |  | |  |  |  | |  |
|  | University/  College |  | |  |  |  | |  |
|  | Technical/ Vocational |  | |  |  |  | |  |
|  | Graduate School/  Seminary |  | |  |  |  | |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12 | **WORK EXPERIENCE** ( Starting with the most recent job held) | | | | | | | | |
| Sr  No | Name & Address of the company | | | Job Title | | From-To Month-Year | | Salary Drawn | Reason for Leaving |
| a |  | | |  | |  | |  |  |
| B |  | | |  | |  | |  |  |
| C |  | | |  | |  | |  |  |
| d |  | | |  | |  | |  |  |
| 13 | May we refer to your employer(past/present):Yes/No if No, give reason: | | | | | | | | |
| 14 | In the last three years, which responsibility has given you maximum personal satisfaction and why? | | | | | | | | |
| 15 | Joining time required (i.e. approximate start date) | | | | | | | | |
| 16 | Gross Salary expected: | | | | | | | | |
| 17 | Based on the job description for the role that you are applying for, please highlight your key strengths and also the areas in which you would require further training and development. | | | | | | | | |
| 18 | How did you hear about Oasis? (Please identity how you learnt about the organization i.e. word of mouth, Oasis Staff, Oasis website etc.) | | | | | | | | |
| 19 | Briefly explain why you would like to work for Oasis Academy? | | | | | | | | |
| 20 | Have you ever been subjected to disciplinary action, or suspended, terminated or asked to leave a job/volunteer position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if so, provide an explanation on separate page: | | | | | | | | |
| 21 | Do you have any previous criminal convictions? If yes, please provide details. Please note, that any previous convictions revealed may not necessarily be a bar to employment. | | | | | | | | |
| 22 | **APPLICANT’S STATEMENT**  I authorize, at Oasis Academy discretion, investigation of all statements made by me in this application. I further authorize Oasis Academy , at it’s discretion, to contact employers, references and other, whose names are provided on this application form, or whose names may be identified by me in job interview, and I authorize such person to provide Oasis Academy with information requested by Oasis Academy regarding me. I further release any such individuals, as well as Oasis Academy, for any claims I might have arising out f any discussions involving me, or the provision of any information or records regarding me.  In the event of employment with Oasis Academy, I understand that false or misleading information given in my application or interview may result in discharge. | | | | | | | | |
|  | DATE: | | | | APPLICANT SIGNATURE: | | | | |
| 23 | **REFERENCES:** Please list the names and addresses of persons we can refer to as mentioned below. (Do not mention family members or relations). | | | | | | | | |
| Supervisor/Company name | | | Address | | | | Phone/Email | | |
| Co-worker/Company Name | | | Address | | | | Phone/Email | | |
| Oasis staff Member (if applicable) | | | Address | | | | Phone/Email | | |
| Others | | | Address | | | | Phone/Email | | |
| **FOR OFFICE USE ONLY** | | | | | | | | | |
| Selected/Not Selected  Remark: | |  | | | | | | | |
| Position & Grade Offered: | |  | | | | | | | |
| Salary Fixed: | |  | | | | | | | |
| Type of Contract (perm/contract/consultant?) | |  | | | | | | | |
| Date of Joining | |  | | | | | | | |
| Signature: | | | | | | | | | |