



# M.E.S INDIAN SCHOOL, DOHA – QATAR

(Affiliated to the Central Board of Secondary Education, New Delhi, 10+2 pattern)  
 Post Box No. 3453, DOHA – QATAR. Tel. No. - 00974- 44572888, Fax No. 00974 - 44681816

E-mail: [hr@mesqatar.org](mailto:hr@mesqatar.org) Website: [www.mesqatar.org](http://www.mesqatar.org)

## INSTRUCTIONS FOR FILLING IN THE EMPLOYMENT FORM

Please read carefully the instructions enclosed separately before filling this application form

1. Fill in the required information in BLOCK LETTERS only inside the boxes, wherever provided.
2. Put a “✓” mark inside the box wherever applicable.
3. Answer all questions. If the question does not apply to you, please write “N.A” (Not Applicable)
4. If you find the space insufficient, attach additional sheets.
5. Do not write anything in the space meant for “Official Use”.

## APPLICATION FORM FOR THE POST OF A TEACHER

JOB APPLICATION FOR THE POST OF TEACHER IN \_\_\_\_\_ (SUBJECT)

Please mention below, in order of preference, the subjects you can teach to different classes

Subjects	Classes
1. <input type="text"/>	From <input type="text"/> To <input type="text"/>
2. <input type="text"/>	From <input type="text"/> To <input type="text"/>
3. <input type="text"/>	From <input type="text"/> To <input type="text"/>

Affix Applicant's recent passport size colour photograph

1.	<b>Applicant's Name</b>	<input type="text"/>
2.	<b>Gender</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>
3.	<b>Date of Birth</b>	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
4.	<b>Place of Birth</b>	<input type="text"/> Age <input type="text"/>
5.	<b>Marital Status</b>	Married <input type="checkbox"/> Single <input type="checkbox"/>
6.	<b>Father's/Spouse's Name</b>	<input type="text"/>
7.	<b>Details about the Spouse</b>	a) Qualification <input type="text"/> b) Whether applied for a job in this school? Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	<b>Details about Children</b>	a) Do you have children Yes <input type="checkbox"/> No <input type="checkbox"/> b) If yes, state the number of children <input type="text"/>
9.	<b>Nationality</b>	<input type="text"/> State <input type="text"/> Mother Tongue <input type="text"/>
10.	<b>Passport particulars</b>	a) Passport Number <input type="text"/> b) Place of Issue <input type="text"/> c) Date of Issue <input type="text"/> <input type="text"/> DD <input type="text"/> <input type="text"/> MM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> YYYY d) Valid until <input type="text"/> <input type="text"/> DD <input type="text"/> <input type="text"/> MM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> YYYY e) Height <input type="text"/> cms

11. a) Whether the applicant has previously applied for a job in this school? Yes  No   
 b) Which year  c) If interviewed Yes    
 d) If yes, where?

12. Whether shared accommodation is acceptable to you ? Yes  No

13. Permanent Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone Numbers with area code: \_\_\_\_\_  
 Email: \_\_\_\_\_

14. Present Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone Numbers with area code: \_\_\_\_\_  
 Email: \_\_\_\_\_

15. Details of Academic Qualification:

Level	Name of the Examination	Year of passing	Subject Offered	Medium of Instruction	Name of the Board/ University	Regular/ Correspondence	Result Grade/ Division
Professional Qualification							
Post-Degree							
Degree							
Pre-Degree							
Matriculation							

16. Work Experience:

Level (for teachers only)	Name & Place of the school/ college	Designation	Subjects Taught	Medium of Instruction	Period		Total Year (s)	Reasons for leaving
					From	To		

17.	a) Experience in Central/ CBSE Schools	KG I & II (Pre-School)	Years <input type="text"/>	Months <input type="text"/>
		Classes I to IV	<input type="text"/>	<input type="text"/>
		Classes V to VIII	<input type="text"/>	<input type="text"/>
		Classes IX & X	<input type="text"/>	<input type="text"/>
		Classes XI & XII	<input type="text"/>	<input type="text"/>
		Total	<input type="text"/>	<input type="text"/>

	b) Experience in Colleges	Under Graduate	<input type="text"/>	<input type="text"/>
		Post Graduation	<input type="text"/>	<input type="text"/>
		Total	<input type="text"/>	<input type="text"/>

18. Areas in which the applicant can assist students

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

19. Languages Known

Sl.No.	Language (s)	Read	Write	Speak
1.				
2.				
3.				
4.				
5.				

20. Please give two references at the place of your permanent residence:

Sl. No.	Name	Designation	Address	Telephone Number	Relationship

21. If selected, when will you be able to join duty \_\_\_\_\_

22. Write in brief, why you consider yourself, the most suitable candidate for the job you have applied for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

23. **Declaration:**  
 I hereby declare that the information given above is true to the best of my knowledge. I understand that in case of any false information, my application will be rejected.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Applicant

**Note:** Please use additional sheet to provide any information which you think may help us to consider your application

**FOR OFFICE USE ONLY**

Subject	
Category	Primary <input type="checkbox"/> Middle <input type="checkbox"/> Senior <input type="checkbox"/>
Section to which appointment is made	K.G. <input type="checkbox"/> Junior <input type="checkbox"/> Boys <input type="checkbox"/> Girls <input type="checkbox"/>
Basic Salary	
Allowance if any	
Remarks	_____ _____ _____ _____

Name and Signature with Date