

CONFIDENTIAL
VISION INTERNATIONAL COLLEGE OF EDUCATION, DHANSU (HISAR)
BIO-DATA FORM

Affix a recent
passport size
photograph
here.

PART - I

(To be completed by an applicant in his own handwriting. You may attach a paper for additional space if needed. It is not obligatory for you to supply a data if you do not wish to.)

Applied for the post of.....for.....
 against advertisement in.....dated.....

I Personal and Family Details

1. Name(Male / Female)

2. * Contact Address Permanent Address Local Contact Address

Tel: (incl STD Code).....

Mob:

e-mail:

3. Age: Yrs..... Months (D.O.B. / /))

4. Marital Status : Single / Widow(er) / Married (1st / 2nd) / Separated / Divorced.

5. Details of Next of Kin & Dependants : (father, mother, brother, sister & children)

S.N.	Name	Relationship	Age	Qualification/Profession/ Class studying	Income	Remarks Add/Tel. Nos.

6. Health Record (Self & dependants) - Do you smoke ? (Yes / No)

S. N.	Diagnosis & Treatment	From	To	Present Status	Remarks

7. Record of Conviction by a Court of Law

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PART-II

II Academic Qualifications (in reverse chronological order, ending with High School Certificate)

<i>Examination name & Institute attended</i>	<i>Regular/Corresp</i>	<i>Marks %</i>	<i>Subjects taken</i>	<i>Medium</i>	<i>Years from</i>	<i>attended to</i>	<i>Name of Board/University</i>	<i>Special achievements</i>	<i>Remarks</i>

III Professional Courses Attended (in reverse chronological order)

<i>Course name & Institute attended</i>	<i>Regular/Corresp.</i>	<i>Marks %</i>	<i>Subjects taken</i>	<i>Medium</i>	<i>Years from</i>	<i>attended to</i>	<i>Name of Board/University</i>	<i>Special achievements</i>	<i>Remarks</i>

IV Works Experience (in reverse chronological order)

<i>Details of Organisation served (Affiliation, level, medium, strength, co-ed, boarding etc.)</i>	<i>Designations held</i>	<i>From - to</i>	<i>Total Period (years)</i>	<i>Responsibilities subjects & level taught, warden etc.)</i>	<i>achievements</i>	<i>Remarks</i>

5. Record of Games, Sports & Extra-curricular activities participated.

<i>S.N.</i>	<i>Games / Sports</i>	<i>Represented</i>	<i>Year</i>	<i>Achievement</i>	<i>Remarks</i>

9. Record of self development through self study and experimenting / experiencing, for which you may not have been formally recognised -

10. News papers you read and books read by you in the near past -

(a) (b) (c)

11. Details of Emoluments drawn presently / in the last job.

<i>Designation</i>	<i>Basic</i>	<i>D.A.</i>	<i>Other Emoluments</i>	<i>Net Salary</i>	<i>Perquisites</i>	<i>Remarks</i>

12. Minimum Salary Acceptable :p.m.

13. Perquisites Expected :

14. Joining time required :

15. Any other information you wish to share with the employer -

Date

.....
Signature of the Applicant

