



# OPJ GIRLS COLLEGE F-8/2, ISLAMABAD

## Job Application Form

Form No  
(for Office Use Only)

1. Post Applied for:- (Note:- Only select one option. In case of more than one use separate application form)

<input type="checkbox"/> English (for classes 6 & above)	<input type="checkbox"/> Urdu (for classes 6 & above)	<input type="checkbox"/> Islamiat (for classes 6 & above)	<input type="checkbox"/> Biology (for Cambridge classes)
<input type="checkbox"/> Physics (for classes 6 & above)	<input type="checkbox"/> Computer Science (for classes 6 & above)	<input type="checkbox"/> Pakistan Studies (for classes 6 & above)	<input type="checkbox"/> Mathematics (for classes 6 & above)
<input type="checkbox"/> Education (for classes 6 & above)	<input type="checkbox"/> Home Economics (for classes 6 & above)	<input type="checkbox"/> Internee Teacher (Urdu)	<input type="checkbox"/> Career Counselor (Female)
<input type="checkbox"/> Admin Assistant	<input type="checkbox"/> Aya (24 hours for hostel duty)	<input type="checkbox"/> Naib Qasid	<input type="checkbox"/> Driver (HTV)
<input type="checkbox"/> Mali			

Note: All data fields are required. Fill your application form carefully.

2. PERSONAL INFORMATION:-

Full Name (Block Letters): \_\_\_\_\_

Father's Name (Block Letters): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Religion: \_\_\_\_\_

CNIC#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Gender: \_\_\_\_\_ Domicile: \_\_\_\_\_

Marital Status: Married  Unmarried  Widow  Other: \_\_\_\_\_ Nationality: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Photo  
1x1

3. QUALIFICATION DETAILS:- (Note: In case of incomplete information, Your application will be declined)

Degree/ Certificate	Name of Degree/ Certificate	Major Subjects	Passing Year	% age	Board/University
SSC/O-Level (10 Years)					
Intermediate/ DAE/A-Level (12/13 Years)					
Bachelor (14 Years)					
Bachelor/Master (16 Years)					
B.Ed					
M.Ed					
M.Phil/MS (18 Years)					
P.hd (20 Years)					
Others					

4. IT SKILLS (Word , Excel , Power Point ) Internet , (Tick ✓ relevant box)

Others (Give details): \_\_\_\_\_

**5. TEACHING EXPERIENCE INFORMATION** (Note: Only Teaching Staff filled this field):-

Designation	From	To	Organization/Institute	Total Period of Experience
<b>Grand Total Job Experience: Days/Month/Years</b>				

**6. NON-TEACHING EXPERIENCE INFORMATION** (Note: Only Non-Teaching Staff filled this field):-

Designation	From	To	Organization/Institute	Total Period of Experience
<b>Grand Total Job Experience: Days/Month/Years</b>				

**7. UNDERTAKING BY THE APPLICANT:-**

I \_\_\_\_\_ S/D/of \_\_\_\_\_ hereby certify that information given in this form is absolutely true. Any information found false, may treated as breach of trust and I shall be liable for cancellation of my application. It is certified that I have carefully read the form and personally filled it and I understand all the contents/column that I have filled up.

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Thumb Impression (Left Hand)**

\_\_\_\_\_ **Applicant Signature**

**8. DOCUMENT CHECK LIST:** ( Note:- Following documents must be attached with application form otherwise your application will be declined) **Tick if attached/selected:**

- Photograph is attached.
- Attached copies of Educational Documents attested form Gazetted Officer (Matric, Intermediate & Higher Degrees)
- Attested copy of Experience Certificate.
- Attested copy of Domicile Certificate & CNIC.
- Attested copy of Character Certificate attended by last institution.



**9. INSTRUCTIONS:-**

- Your application must reach OPF Girls College F-8/2 latest by last date of submission of application form.
- **Incomplete form will not be entertained, (All the fields are mandatory/required)**
- Without photographs & required documents your application form will not be entertained