



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 | <input type="checkbox"/> Physics (for classes 6 & above) | <input type="checkbox"/> Biology (for Cambridge Classes) | <input type="checkbox"/> Urdu |
| <input type="checkbox"/> Social Studies | <input type="checkbox"/> Mathematics (for classes 6 & above) | <input type="checkbox"/> Statistics (for classes 6 & above) | <input type="checkbox"/> Islamiat |
| <input type="checkbox"/> General Science | <input type="checkbox"/> Computer Science (for classes 6 & above) | <input type="checkbox"/> Admin Assistant | <input type="checkbox"/> Driver HTV (Only Local) |
| <input type="checkbox"/> Electrician (Only Local) | <input type="checkbox"/> Carpenter (Only Local) | | |

Note: All data fields are mandatory.

2. PERSONAL INFORMATION:-

Full Name (Block Letters): _____

Father's Name (Block Letters): _____

Date of Birth: _____ Age: _____ Religion: _____

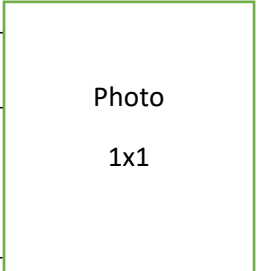
CNIC#: _____ - _____ - _____ Gender: _____ Domicile: _____

Marital Status: Married Unmarried Widow Other: _____ Nationality: _____

Landline No: _____ Mobile No: _____ WhatsApp No: _____ Email: _____

Postal Address: _____

Permanent Address: _____



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 |
|--|------|----|------------------------|----------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total Job Experience: Days/Month/Years | | | | |

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

| Designation | From | To | Organization/Institute | Total Period of Experience |
|--|------|----|------------------------|----------------------------|
| | | | | |
| | | | | |
| | | | | |
| Total Job Experience: Days/Month/Years | | | | |

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 Park Road F-8/2, Islamabad latest by last date of submission of application form.
- **Incomplete form will not be entertained, (All the fields are mandatory/required)**
- Your application form will not be entertained without photographs & required documents