



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 (Female)	<input type="checkbox"/> Urdu (Female)	<input type="checkbox"/> Physics (Female)	<input type="checkbox"/> Chemistry (Female)
<input type="checkbox"/> Computer Science (Female)	<input type="checkbox"/> Pakistan Studies (Female)	<input type="checkbox"/> Mathematics (Female)	<input type="checkbox"/> Statistics (Female)
<input type="checkbox"/> Physical Education (Female)	<input type="checkbox"/> Montessori Teacher (Female)	<input type="checkbox"/> French Teacher (Female)	<input type="checkbox"/> Lab-Attendant (Female)
<input type="checkbox"/> Driver (Male)			

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	IBCC/HEC Verification No	IBCC/ HEC Date
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. TEACHING EXPERIENCE INFORMATION (Note: Only Teaching Staff filled this field):-

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

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

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

6. 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

7. 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 and verified from IBCC & HEC. (Matric, Intermediate & Higher Degrees)
- ☐ Attested copy of Experience certificate.
- ☐ Attested copy of Domicile & CNIC.
- ☐ Attested copy of Character Certificate attended by last institution.

Photo
1x1

8. INSTRUCTIONS:-

- Your application must reach OPF Girls College 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)**
- Without photographs & required documents your application form will not be entertained