



Froebel's International School

PRE-EMPLOYMENT FORM

(To be filled by the applicant in his/her own handwriting)

EMPLOYMENT STATUS

Post Applied for: _____ Date of Availability (if employment is offered): _____

Expected Salary (all inclusive) Rs. _____

PERSONAL DATA

Full Name (in capitals): _____ Father's/Husband's Name _____

Current Address: _____

Date of Birth: _____ Nationality: _____ Religion: _____

Passport No: _____ NIC #: _____ Mobile #: _____

Landline #: _____ Marital Status: (Single/Married/Divorced/Widowed) _____

Husband's/Wife's Name _____ Husband's/Wife's Date of Birth: _____ Total Children: _____

Sr. #	Child's Name	Date of Birth	Froebelian (Yes / No)	Class	Fee Concession
1					
2					
3					
4					
5					
6					

Two references (not relatives).

REFERENCE NO 1:

Name: _____ Title: _____ Address: _____

Organization: _____

Mobile# _____ Email: _____

REFERENCE NO 2:

Name: _____ Title: _____ Address: _____

_____ Organization: _____

Mobile# _____ Email: _____

STATEMENT TO BE SIGNED BY THE APPLICANT

I, authorize the School to approach any governmental agencies, former employers and personal references to verify the information given.

Applicant's signature: Date:

Documentation required by Department of Human Resources.

- 1) Curriculum Vitae
- 2) Pre-employment form
- 3) A copy of the applicant's CNIC
- 4) A copy of the applicant's passport if the CNIC is not available
- 5) Two passport size photographs
- 6) Educational documents (copies to be kept)
- 7) Experience letter(s) if any

Note: Until complete documentation is submitted, the candidate will not be considered an employee and will not be eligible for a salary. The date of joining will be considered from the time that employee provides all of the above documents to the Department of Human Resources.

(For school use only)

1st Interview taken by:

Name: _____ Designation: _____ Signature: _____ Date: _____

2nd Interview / demo taken by:

Name: _____ Designation: _____ Signature: _____ Date: _____

Principal:

Name: _____ Designation: _____ Signature: _____ Date: _____

H R Manager:
