



Application Form

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APPLICATION FOR THE POSITION OF _____

ADVERTISEMENT IN _____ DATED _____

Instructions:

- Use separate application form for each post you are applying for.
- Personal Information should be filled in CAPITAL LETTERS.
- Only Properly filled / complete forms will be considered.
- No Information should be left blank (in case if any information is not applicable, NA / Nil should be filled).
- Application without copy of any academic/experience certificates and with missing detail would be rejected.

I. Personal Information:

1. Name: _____

2. Father's Name: _____

3. CN.I.C No.:

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4. Nationality: _____

5. Gender ☐ Male ☐ Female ☐ Transgender

6. Domicile Distt: _____

7. Domicile Province : _____

8. Date of Birth (dd/mm/Year): _____

10. Marital Status: ☐ Married ☐ Unmarried ☐ Divorced
☐ Separated ☐ Widowed

9. Age: _____

11. Permanent Address: _____

Tehsil: _____ Distt: _____ Province: _____

12. Present Address: _____

Tehsil: _____ Distt: _____ Province: _____

13. Postal Address: _____

Tehsil: _____ Distt: _____ Province: _____

Anybody who tries to influence the process of selection by any means will be disqualified.

Signature

14. Personal Contacts :

a) Phone No. (With Area Code):----- c) Fax No.(If any):-----
 b) Mobile No.:----- d) E-mail Address:-----

II. Academic Background:**1. Qualification:**

A) Attach equivalence certificate in case of O/A Level from Board and ACCA/ACMA from HEC.

B) For 3/4/5 Year Bachelor and afterward Master / MS holders are required to submit equivalence certificate from HEC.

Degree Held	Degree Title	Board / University	From	To	Obtained Marks / CGPA	Total Marks / CGPA	Position (if Any)
Matric / O Level (10 Years)							
Intermediate / D.A.E / A Level (12/13 Years)							
Bachelor (14 years)							
Bachelor (Hons.) / Master (16 Years)							
Master / MS / M.Phil (18 Years)							

Whether: Hafiz-e-Quran ☐ Yes ☐ No Ex Service Men ☐ Yes ☐ No

2. Provide Details of Professional Training , Certifications etc.

Course/Diploma/Certification	Field of Study	Institution	Duration		Results
			From	To	

III. Awards / Achievement:

IV. Computer Literacy [in Case of IT related posts, Enter other Application Known]

HW/SW/Applications	No	Little	Good	Excellent
MS Word				
MS Excel				
MS Power Point				

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Signature

V. Employment History (Starting from current position. Must also mention PEIMA experience if any):						
Total Full Time Working Experience: _____ Years _____ Months.						
Organization Name with Present Address, email and telephone number	Designation	Period		Per month Pay Drawn	*Organization Size (S,M,L)	Reasons of Leaving
		From (DD/MM/YYYY)	To (DD/MM/YYYY)			
* Organization Size (No. of Employee): S = Less than 50 M = 50 to 100 L = More than 100						

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Signature

VI. Family Details: (to include spouse, children, parents, brothers and sisters only)

Next of Kin: _____ Relation: _____

Address: _____

Name	Sex	Date of Birth	Age	Relation	Profession	Present Address

VII. Medical Ailment / History / Disability:

Do you have any infection disease such as AIDS, HIV, Hepatitis, TB?

Do you have any disability? If yes, please mention type of disability.

VIII. Discipline:

Have you ever been terminated from any service?

☐ Yes ☐ No

Have you ever been punished by the Court of Law?

☐ Yes ☐ No

Give details. _____

IX. References:**1. Provide a details of two Academic (for fresh) / Professional References (for experienced):**

Reference-1	Reference-2
1. Name: _____	1. Name: _____
2. Address: _____	2. Address: _____
3. Phone: _____	3. Phone: _____
4. Fax: _____	4. Fax: _____
5. E-mail: _____	5. E-mail: _____

Anybody who tries to influence the process of selection by any means will be disqualified.**Signature**

2. Do you have relative(s) serving in PEIMA:☐ Yes☐ No

(If yes then mention following details)

1. Name: _____

2. Designation: _____

3. Relationship: _____

4. Department: _____

5. Location: _____

6. Name: _____

7. Designation: _____

8. Relationship: _____

9. Department: _____

10. Location: _____

X. Acknowledgement:It is certified that I have attached **ATTESTED COPIES** of following documents:-

1. All Educational Transcripts/Result Cards (Matric/Inter/Bachelor/Master etc.) ☐ Yes ☐ No
2. All Degree / Diploma ☐ Yes ☐ No
3. All Experience Certificates ☐ Yes ☐ No
4. CNIC & Domicile ☐ Yes ☐ No
5. Updated Copy of CV ☐ Yes ☐ No
6. NOC ☐ Yes ☐ No
7. Hafiz-e-Quran Certificate (if) ☐ Yes ☐ Not Applicable
8. Disability Board Assessment Certificate (if) ☐ Yes ☐ Not Applicable
9. Equivalence Certificate of O/A Level, M.Phil, ACCA/ACMA from HEC (if) ☐ Yes ☐ Not Applicable
10. Are you willing if PEIMA share your details with any third party(Any court of law) ☐ Yes ☐ No
11. Email received from Punjab Job Portal (copy attached) ☐ Yes ☐ No

XI. School Affiliation:

I _____, S/D of _____, applying for position of _____ in Punjab Education Initiatives Management Authority (PEIMA) do hereby undertake on oath that:-

I have ownership, affiliation with any of Punjab Education Initiatives Management Authority School. ☐ Yes ☐ No

If YES, share details of relatives (Note: Relatives include, close relations (i.e. parents, brothers, sisters, spouse, sons, daughters, parents-in-law, brothers / sisters-in-law and sons / daughter-in-law etc.) holding ownership / affiliation /part of management of Punjab Education Initiatives Management Authority Schools are as under:-

Sr.#	Name of School	Name of Owner/Principal	Relation with Owner & Level of Involvement	PEIMA School Code
1				
2				
3				

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Signature

XII. Quota Information:

Are you willing to apply on any quota announced by the Government?

☐ Yes

☐ No

If **Yes**, tick the relevant quota.

- | | | |
|------|---------------------------|--------------------------|
| i. | Quota for Disabled Person | <input type="checkbox"/> |
| ii. | Quota for Minorities | <input type="checkbox"/> |
| iii. | Quota for Women | <input type="checkbox"/> |

In case of any disability, please attach disability assessment certificate from District Assessment Board as a proof that you are disable but fit for the job applied for.

XIII. Undertaking for data Sharing:

I _____, S/D of _____, as a candidate for the position _____ applied in Punjab Education Initiatives Management Authority (PEIMA) do hereby declare that I have no objection if PEIMA share my personal details/Information with third party i.e. any institution/ individual/ court of law or any other party under RTI Act 2013. The details which I allow to be shared are given below:

- | | | | |
|----|--|------------------------------|-----------------------------|
| 1. | Application Form (including residential address, Contact #, Family details etc.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. | Experience Certificates | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. | Educational Certificates | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. | Domicile | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. | CNIC | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. | Picture | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. | Training/Certifications document | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. | Any other document attached with Application Form | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Note: If you render your consent to share, Punjab Education Initiatives Management Authority takes no responsibility in case your personal information is misused by the third party (institutions/ individuals/ court of law).

By signing and submitting this Application Form, I do hereby declare that the information provided above, is accurate to the best of my knowledge and I fully understand that my false statement or material omission / suppression of any fact shall regret my application and shall render me liable to disciplinary and/or dismissal from service, at any stage.

Signature of applicant

D	D	-	M	M	-	Y	Y	Y	Y
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Signature