



### **Details of Employment & Work Experience:**

Name & address of employer	Whether Govt./Semi-Govt./ Pvt. Ltd./ Pvt. etc.	From (Date)	To (Date)	Nature of duties performed	Total Experience YY-MM-DD
Total Experience in Years					

### **Details of VT Experience [Attach Details Signed and Stamped by The School Principal]**

Name & address of school	From (Date)	To (Date)
Total Experience in Years		

Whether you have studied Hindi as one of the subjects in Class 10 or in 10+2/Graduation/Post Graduation as one of the subjects?

Yes / No

Whether you have Basic knowledge of Computer (MS-Office, Internet etc.)?

Yes / No

Whether you are conversant in English (verbal & written) communications?

Yes / No

### **Declarations:**

I hereby declare that I have gone through and accept the instructions conveyed through the email and website (www.oliveheritage.com) referred for the purpose of said recruitment. Further, I solemnly affirm that all the statements made by me in this application are true and correct to the best of my knowledge and belief. I further understand that in the event of particulars or information furnished by me are being found false or incorrect, my candidature for the post is liable to be rejected or cancelled and if they are found to be false after appointment, my services are liable to be terminated without any notice to me. I also understand that the Positions are contractual in nature.

Date:

Signature \_\_\_\_\_

Place:

### **Note:**

1. Do not change the proforma by increasing the fonts or modifying the tables etc. If done will be summarily rejected.
2. Fill-in the proforma neatly either by Blue Color Pen or Type it in Computer.
3. Post filling up the details, get a printout on A4 Size plain paper. Signed it and paste a latest passport size color photograph of yours.
4. Collate all the qualification, professional, reservation certificates/testimonials; get a photocopy of the same.
5. Self- attested all the pages by putting your signature and mail to **hr@oliveheritage.com**
6. Carry the true copy along with all originals to the written test venue for cross-verifications.
7. In case of any clarifications drop an email to: **hr@oliveheritage.com**

## **OLIVE HERITAGE FOUNDATION**

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