**DHA Suffa University**

DG-78, Off Khayaban-e-Tufail, Phase VII (Ext), DHA, Karachi

Ph: 021-35244852-54 (Ext. 147)

Email: hr@dsu.edu.pk

Website: www.dsu.edu.pk

**NON-TEACHING JOB APPLICATION FORM**

**Instructions:**

1. This form is to be filled completely.
2. Supporting documents are to be attached.
3. Additional sheet may be used, where necessary.

**POSITION APPLYING FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERSONAL INFORMATION**

Recent Passport Size



Photograph

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Name:** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | By Birth: |  | **3.** | **Date of Birth:** |  |  |
| **2.** | **Nationality:** |  |  |  |  |  |  |
| Present: |  | **4.** | **Place of Birth:** |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **5.** | **National Identity** |  | **6.** | **Father's Name with NIC No.:** |  |  |
|  | **Card No.:** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **7.** | **Marital Status:** |  | **8.** | **Spouse's Name with NIC No.:** |  |  |
|  |  |  |  |  |  |  |
| **CONTACT DETAILS** |  |  |  |  |  |
|  |  |  |  |  |
|  | **9. Present Address** |  | **10. Permanent Address** |  |

|  |  |
| --- | --- |
| **11. Tel:** | **12. Mobile:** |

* 1. **Email:**
1. **Did you previously apply for any post in DSU / DHA?** If yes, give details.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Have you previously been selected / employed in DSU or any of the DHA colleges / schools / institutes / centres?** If yes, give details.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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**16. Employment History (starting with current or most recent employment):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer** | **Designation /** | **Period with Dates** | **Salary Drawn** | **Reasons for Leaving** |
|  | **Appointment** | (Month/Year) |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**17. Details if Served in Defence Services:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Service** | **Rank** | **Arm / Service** | **Date of** | **Date of** | **Total Service** | **Reason for Release / Retirement** |
| **No.** |  |  | **Enrollment** | **Retirement** |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**18. Academic Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Certificate /** | **Duration** |  | **Division /** | **Subject / Major Fields of** | **Board / University / Institute** |
| **Degree** | **(Month/Year)** | **Percentage / CGPA** | **Specialization** | **/ Country** |
|  |  |  |  |  |  |  |
|  | From |  | To |  |  |  |
|  |  |  |  |  |  |  |
| S.S.C. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| H.S.S.C. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| BA/B.Sc./B.Com. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| MA/M.Sc./M.Com. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| PhD |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Others (Courses) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **Is/Are any of your blood relatives (Father/ Mother, Brother/ Sister, Wife / Husband, Son / Daughter) working at DHA/DSU?** If yes, give details.



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Name** | **Designation** | **DHA/DSU Department** | **Relationship** |

a.

b.

c.

Use additional sheet, if required. Hiding of facts related to para 19 of the application form will be considered as misconduct under rule **13.4.2** of DSU statutes and will be dealt accordingly.



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**20. Two References for Employment:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Name** | **Appointment / Designation** | **Organization** | **Relationship (if any)** |
|  |  |  |  |  |
| a. |  |  |  |  |
|  |  |  |  |  |
| b. |  |  |  |  |
|  |  |  |  |  |

**CERTIFICATE**

The information given in this Job Application Form is true and correct to the best of my knowledge and belief.

**Signature:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Strike off which are not applicable.



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