Recruitment Checklist - for Verification

Sl. No.	Description	Details	(Tick)	Signature / Date
1	Personal Information Sheet (with two references)		◯	
2	Educational Qualifications		◯	
3	Original Degree Certificate, Mark Sheet (each year)		◯	
	10th Standard		◯	
	12th Standard (HSC / +2 / SSC / A Level)		◯	
	Degree Certificate (specify Mode of Study)		◯	
	PG Degree Certificate (if any, specify Mode of Study)		◯	
	B.Ed/ Montessori Course / NTT / ECCEd. Diploma		◯	
4	Other Qualifications (if any mention details)		◯	
5	Copies of Certificates Attested		◯	
6	Masters Degree (specify subject and Mode of Study)	Regular / Open / Distance	◯	
7	Bachelors Degree (specify subject and Mode of Study)	Regular / Open / Distance	◯	
8	Montessori / NTT / ECCEd. (specify duration and Mode)		◯	
9	Genuineness Process (if completed)	Yes / No	◯	
10	Equalization Process (if completed)	Yes / No	◯	
11	Visa Status (specify Residence / Visit / Others)		◯	
12	Validity dates of the following documents		◯	
	Passport		◯	
	Visa		◯	
	Emirates ID		◯	
	Labour Card (if any)		◯	
13	Organization or spouse sponsored (please specify)		◯	
14	Work Experience		◯	
	In Gulf Countries		◯	
	In India		◯	
15	Current Employment Status		◯	
16	Minimum Notice Period Required		◯	
17	Earliest Availability to join (date)		◯	
18	Experience Certificates	Yes / No	◯	
19	Additional Qualifications (if any)		◯	
20	Training Certificates (if any)		◯	

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* I have personally checked the above stated details and vouch for the authenticity and genuineness of the same.
* I am liable to face any consequences if the information stated by me is later found to be incorrect.
* I am willing to provide documentary proof to support my statements and take complete responsibility for it.

Signature: **Place:**

Name of the Candidate: **Date:**