

**EMPLOYEE DATA COLLECTION FORM:**

**School's Name:** .....

|                                     |   |                                                                                       |          |        |                                       |
|-------------------------------------|---|---------------------------------------------------------------------------------------|----------|--------|---------------------------------------|
| Full name                           | : |                                                                                       |          |        | ATTACH A PASSPORT<br>SIZED PHOTO HERE |
| Email id (if any)                   | : |                                                                                       |          |        |                                       |
| First Joining date                  | : | Date:                                                                                 | Month:   | Year:  |                                       |
| Joining Date<br>(in this Institute) | : | Date:                                                                                 | Month:   | Year:  |                                       |
| Join as                             | : |                                                                                       |          |        |                                       |
| Designation                         | : |                                                                                       |          |        |                                       |
| Employee type                       | : | Head master / Assistant Head master/ Class Teacher/ Assistant Teacher / Staff / Other |          |        |                                       |
| If Class Teacher                    | : | Class:                                                                                | Section: | Shift: |                                       |

**BIODATA:**

|                |   |                     |        |       |
|----------------|---|---------------------|--------|-------|
| Father's name  | : |                     |        |       |
| Degree         | : |                     |        |       |
| Training       | : |                     |        |       |
| Date of Birth  | : | Date:               | Month: | Year: |
| Blood Group    | : |                     |        |       |
| Hobby          | : |                     |        |       |
| Gender         | : | Male / Female       |        |       |
| Marital Status | : | Married / Unmarried |        |       |

**CONTACT INFORMATION:**

|                                                                         |   |  |  |  |
|-------------------------------------------------------------------------|---|--|--|--|
| Address                                                                 | : |  |  |  |
| Phone                                                                   | : |  |  |  |
| Nationality                                                             | : |  |  |  |
| National ID no                                                          | : |  |  |  |
| (Write Speech for your profile in the opposite page in Bengali/English) |   |  |  |  |