

**PHASE II OF STAFF RECRUITMENT PROCESS**

(Particularly applicable for residential schools)

Dear Sir/Madam,

**Sub: Phase II - Additional Information solicited from you.**

(FOR APPLICANTS WITH LIMITED OR NO EXPERIENCE IN RESIDENTIAL SCHOOLS)

We thank you for having gone through our requirement for Phase I of our recruitment process. We would like to consider you for the next phase of our recruitment process. Looking for an appropriate professional opportunity is a crucial matter and to facilitate this we would like the individual and the institution to know each other well. In the process, we would like to ascertain that there is a significant match between our school and the individual in terms of values, philosophy, dreams, attitude, aspirations and orientation. It is our wish that in our association, both you as an individual and the institution must grow and enrich each other.

We designed the recruitment process to ensure that the individual and our school get to know each other well before we consider possible association seriously. We want individuals to learn about our school amply from different sources, including through email queries addressed to the Principal, at an appropriate stage of this recruitment process. We do not want staff members to feel unhappy after joining the school. Hence, we request you to go through our recruitment process earnestly.

Please read the entire questionnaire thoroughly before answering any question in it. Kindly spare time and respond to the following points/queries thoughtfully and thoroughly. Please answer/respond/confirm each point explicitly and in details. If you do not agree to any point or wish to clarify any issue beyond what is possible in this questionnaire, kindly write separately. We would like that our school and the new entrant are transparent with each other to avoid any future disenchantment or disillusionment.

## **PART A**

(COMMON TO ALL APPLICANTS)

1. Have you visited our school website? If not please browse the same. What do you anticipate to be the differences between our school and some other schools of which you are aware? Did you find any distinguishing feature of our school? What differences are you likely to observe here? Do you have any queries or doubts about our school? Do you have any observations or remarks to make?
2. As we are a Residential School, the children are under our full-time care. The teachers must be involved with the students in a diverse range of domains and activities like being present in the dining hall, sports field, co-curricular/ extra-curricular activities, value added classes, excursions, field trips amongst many other interesting spaces. We are required to devote qualitatively and quantitatively substantially longer time than what one does in day schools. The range, nature, quality of inputs required is of a different order because children depend on us completely for their growth and development in all respects. Children depend on the teachers for physical, emotional, and academic well-being! Do you think it is fair on the part of a residential school to have such a tall expectation? Please confirm that you are prepared to explore this life style and accept with joy such responsibilities! Please confirm that you are prepared to learn and involve yourself in a call that is well beyond the teaching hours of a classroom.
3. The following additional responsibilities/functions are an integral part of the tasks in a residential school:  

House-parenting; supervision in the Dining Hall, supervision in games or Physical Education classes; supervision of evening homework time (prep classes), providing individual academic tutoring to the “weaker” students are required, escort students on their Journey Home and Return, if and when applicable; participate in and arrange excursions, hikes and field trips, extra-curricular activities or any other work assigned by the Principal.
4. When some of our co-teachers are on leave we need to take up the “substitution” classes as they will if we are on leave. We could strive to make them interesting instead of just being present. We expect faculty members to take up such functions with interest and commitment. Please confirm this is acceptable to you.
5. Our house parents and housemothers, who are teachers and educators of the school during academic hours, look after the children living on campus. It is mandatory for you to become a house parent if the school finds you to be suitable for it. This responsibility, of course, entails certain benefits and an allowance. In case, you do not agree to this please state this explicitly at this stage of the recruitment process. If you agree to this now, it will be mandatory for you to accept the responsibility after you join the school, if we find you suitable for it and if we choose to assign it to you.
6. In case you are an experienced teacher, please name and describe three significant contributions (successes) of yours in the capacity of a teacher during the last one year. Please write at least one paragraph about each of them.

7. In case you are an experienced teacher, please name and describe the one most significant “failure” of yours during the last one year as a teacher.
8. Please let us know about your level of computer proficiency. Please mention, whether you will be able to work with MS windows, particularly Word, Excel and Power point. Are you familiar with preparation of teaching learning materials on the computer? What is your view about usage of computers in the classrooms at school level?
9. Are you interested in any extra-curricular activities? If yes, please furnish details of the same.
10. Are you interested in any co-curricular activities? If yes, please furnish details of the same.
11. Please furnish your family details with number / name of the dependents. Please inform briefly their level of dependence upon you so that we assess to what extent you will require leave while the school is in session. Are they required to live with you on campus? Being a residential school, we do not sanction leave of any kind during the session. Please confirm that you will not request for leave except for serious emergencies. In case you are married, please furnish details of your spouse with reference to her/his employability. Do you have children? If so, please furnish their names and age. We do not consider mothers with children below 2 years and 6 months of age for employment. If you are not married, will you kindly let us know when you would like to do so? We would like to ascertain for how long you will be able to serve our school.
12. Our school is about 25 kms away from the town of Nasik and the school arranges bus trip as outing for the staff only one Sunday per two to four weeks. During the week, it becomes difficult for the staff members to visit doctor due to the distance involved. Please inform of any chronic ailment that you suffer which may require visits to the specialist. Please note that only in medical emergencies will the school be able to arrange school transport for visit to the specialist doctor.
13. We have a resident medical officer and nurse in our infirmary. For any specialized medical attention, one needs to go to the town that is about 25 kms away from the school. Apart from being costly, this is cumbersome. Please state clearly your present state of health. Please inform us in case you suffer from any chronic disease or ailment, which requires continuous medical attention. Do any of your dependents suffer from any ailments or diseases?
14. Although we will keep your preference to teach certain levels of classes in mind, situations do arise in schools, when a teacher may have to teach a subject or class which he or she has not tried earlier or does not like to take up. Please confirm that you will take even such assignments in case a need arises. Obviously, one must do this with a good spirit.
15. Do you have any experience in timetabling and preparing schedules for the school? If yes, please give details of the same.
16. We want an absolutely tobacco and alcohol free campus. Violation of this guideline has led to termination of services of a couple of staff members in the past. Please withdraw your application if you smoke or consume alcohol.

17. Dependents, friends and relatives visiting you also must not use tobacco, alcohol or other addictive items within the school campus. It will be your responsibility to ensure this. We might ask any of your relatives not adhering to this guideline to leave the campus. We may ban them from coming to the school again. Please confirm that you accept this clause.
18. We serve only vegetarian food in our dining hall. Please confirm that you are comfortable with this. We do not permit you to prepare non-vegetarian food in the residential premises. Please confirm that you will abide by this guideline.
19. In case you are working elsewhere or had been working, please write the reasons for seeking a change in details. In case, you have changed more than one organization in the past kindly write the reasons for change on every occasion.
20. In case you are shortlisted for a telephonic interview with our Principal, which days/time is convenient to you?
21. In case we invite you for personal discussions, you will require being on campus for at least three full working days and experiencing the residential school life of the students. Seeing the life of the schoolchildren will enable you to learn about the nature of activities offered by our school. We want the invited teachers to get a comprehensive picture of what the school is like before taking decision to join. When will it be convenient for you to visit us for three clear working days?
22. What would you consider the main factors, features, or facilities you will look forward in an institution so that you can contribute well in it? What are the main factors or features that make you uncomfortable or unhappy in an organization?
23. In case we select you, what is the time you will require to join the school? If all goes well and barring any surprises, what is the minimum number of years you will be able to serve the school?
24. Please furnish a detailed breakup of your present salary/compensation package.
25. What is the salary/compensation you will expect from our school?
26. We would like to invite teachers looking forward to a long-term association with our school. It is irresponsible for any teacher leave mid-session no matter what our family or other compulsions/constraints may be. Please confirm that under no circumstance will you desert children mid-session. To provide a deterrent to such a practice we will require teachers with less than five years experience or experienced teachers with no experience in residential schools joining us to deposit one month's salary as a security deposit. Please confirm acceptance of this provision to enable us to consider you for the next phase of our recruitment process. If you feel this clause is unreasonable, please explain why you feel so. We can discuss the clause with individuals and waive it depending on the earnestness and clarity of the candidate.

**PART B**

*(PLEASE ANSWER QUESTIONS APPLICABLE TO YOU)*

- A. Please list out all the subjects you can teach and to what levels/grades.
- B. Please list out all the arts/ crafts/ model making you can teach students.
- C. Please list out all the types (western/Hindustani/carnatic/folk) of vocal/instruments you can teach and to what levels/grades.
- D. Please list out all the games/sports/athletic skills you can teach and to what levels/grades.
- E. Please list out all the types of dance (western/ kathak/ bharatanatyam/ folk/ fusion) you can teach and to what levels/grades.
- F. Please describe briefly the teaching methods, teaching aids, assessment and evaluation methods used by you or with which you are familiar.
- G. Please list out significant results achieved by your students in the board examinations or in the school level internal examinations.

### **PART C**

#### (FURTHER STEPS IN THE RECRUITMENT PROCESS)

**Phase III:** Based on the response at Phase II we will screen the applications and shortlist candidates for a telephonic discussion with our Principal.

**Phase IV:** On successful completion of the above, the following steps will follow:

- a. We invite the shortlisted candidates to our school campus for at least three days to understand the place, have a look at the possibilities it offers and the limitations it has.
- b. During the stay one could meet with any teacher they wish to and speak to any student they wish to and get a more realistic picture of the school.
- c. The candidate will be required to take at least two subject classes at the level he or she is most comfortable. He or she will need to have one interaction in an informal setting of the hostel once. On all these three occasions, one of our senior faculty members may be present.
- d. In case the candidate feels he or she can live and contribute meaningfully, after having seen the place and after having met the students, we arrange personal interviews with at least two of the management committee members.
- e. Interview with the Principal.
- f. Interview with BOG.
- g. We will reimburse the AC three Tier train fare back and forth fare by the shortest route on production of photocopies of the tickets. In case, you cannot produce photocopy of the AC ticket we will reimburse only second-class fare. We pick up the candidates from the railway station and drop them back. We will treat the candidates visiting us as guests and no charges are applicable by them during stay on our campus.

We designed the above process to minimize the chance of an erroneous decision either way. Hence, we request you to respond thoughtfully.

Thanking You,  
With warm regards,

Principal)