

**FOR OFFICIAL USE**

**Application Form**

**1. Post Applied for**…………………………..………………………..…………………………………………………………...

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Department ………………………………………………………………………...………………………………

**INDEX No.**

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**2. National Identity No.**

Title Mr Mrs. Miss

Marital Status : Married Single Other :………………………………………….

Surname :……………………………………………………………………………………………….

*(in block letters)*

Other Names : …………………………………………………………………………………………...

*(in block letters)*

Maiden Name (if applicable) :…………………………………………………………………………...

**3. Residential Address:** ……………………………………………………………………………

*(in block letters)* …………………………………………………………………….

…………………………………………………………………….

Phone No : Office..................................... Home ………………… Mobile................................... Email address……………….

Date of Birth Age Place of Birth …………………………………………………

Nationality ...................................... Certificate No. *(If Naturalised)* .......................................... & Date ................................

**4. SECONDARY ORDINARY LEVEL**

State whether Cambridge S.C. or Cambridge G.C.E. or London General Certificate of Education (Ordinary Level)

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Month/Year Exam. Centre No. Index No. Month/Year Exam. Centre No. Index No.

     

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Result ........................... Aggregate ......................

**5. SECONDARY ADVANCED LEVEL**

State whether Cambridge H.S.C. or Cambridge G.C.E. or London General Certificate of Education (A Level)

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Month/Year Exam. Centre No. Index No. Month/Year Exam. Centre No. Index No.

    



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| Principal Subject | Level | Grade |  | Principal Subject | Level | Grade |
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Level - Principal, Subsidiary, Advanced Subsidiary Level - Principal, Subsidiary, Advanced Subsidiary

Result ...................................... Result ......................................

**6. Other Secondary Qualifications** *(e.g. Baccalaureate, Matriculation, Secondary & Higher Secondary Certificates from Overseas.)* **Note**: Attach photocopies of mark sheets/result slips

Examining Body .............................................................................................................................................................................

Country ....................................................................................................................Year ................................................................

Certificate .........................................................................................................................................................................................

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| Subject | Grade |  | Marks | Percentage |
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Result .......................................... TOTAL ………………………..

**7. TECHNICAL AND VOCATIONAL QUALIFICATIONS (***e.g. Typing and shorthand, B.A.P., Technician Certificate, I.V.T.B Certificate (NTC) etc..)*

Name of University/Examining Body ......................................................................................... Country .............................................

Duration of course/study : From ........................To .................... Part time Full Time Distance Education

Specify (i) exact qualifications obtained ..................................................................................... Class/Division/Level .........................

(ii) Date of Result:……………………………………

**Subjects** (State whether main/subsidiary/major etc where applicable)

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**8. DIPLOMA QUALIFICATIONS** *(Below Degree level)(Attach photocopies of mark sheets)*

Name of University/Examining Body ......................................................................................... Country .............................................

Duration of course/study: From ........................To .................... Part time Full Time Distance Education

Specify (i) exact qualifications obtained ..................................................................................... Class/Division/Level .........................

(ii) Date of Result:……………………………………

**Subjects** (State whether main/subsidiary/major etc where applicable)

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**9. DEGREE/PROFESSIONAL QUALIFICATIONS** *(Attach photocopies of mark sheets)*

Name of University/Examining Body ......................................................................................... Country .............................................

Duration of course/study: From ........................To .................... Part time Full Time Distance Education

Specify (i) exact qualifications obtained ..................................................................................... Class/Division/Level .........................

(ii) Date of Result:……………………………………

**Subjects** (State whether main/subsidiary/major etc where applicable)

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**10. POST DEGREE QUALIFICATIONS**

Name of University/Examining Body ......................................................................................... Country .............................................

Duration of course/study: From ........................To .................... Part time Full Time Distance Education

Specify (i) exact qualifications obtained ..................................................................................... Class/Division/Level .........................

(ii) Date of Result:……………………………………

**Subjects** (State whether main/subsidiary/major etc where applicable)

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**11. Other qualifications as laid down in the advertisement** *(e.g. Driving License (Specify type), First Aid, IT etc. Specify date)*

**12. Experience and skills relevant to the post applied for** *(Attach documentary evidence)*

**13. EMPLOYMENT HISTORY**

**13.1** (i) Present Employment

*Post held Contractual/Substantive Organisation*

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### Date of Present Appointment Date of Confirmation Present Salary per month (Rs)

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**(Date Month Year)**

**e.g. 01 JAN 2002**

(ii) Previous Employment

*Post/s Date Name and address of employer*

*From To*

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**14. (a) Have you been the subject of an investigation / enquiry for any offence during the last 10 years ?**

Answer Yes or No....................... if Yes, indicate nature of offence and date of outcome.

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**(b)Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty during the last 10 years?**

Answer Yes or No....................... if yes, give details (court, charge, date of judgment and sentence - e.g. imprisonment, fine, caution or conditional discharge):-

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**15****Have you ever resigned or retired or been dismissed on any grounds whatsoever?**

Answer Yes or No....................... if yes, give details:-

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**16. *IMPORTANT -* PLEASE READ THE ADVERTISEMENT CAREFULLY : Incomplete, inadequate or inaccurate filling of the form may cause the applicant’s elimination from consideration. It is an offence to give false information or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.**

**DECLARATION**

I,........................................................................................., the undersigned applicant, declare that the particulars in this application are true and accurate and that I have not willfully suppressed any material fact.

Date .......................................... *Signature .....................................................................*