

APPLICATION FOR THE POST OF HANDY WORKER IN THE
OFFICE OF THE PRESIDENT

Section A (To be filled in by Applicant)

1. Surname (in block letters).....
2. Other Names (in block letters).....
3. Date of Birth.....
4. National Identity Card No:.....
5. Residential Address (in block letters).....
.....
6. Tel.(Office)..... (Residence)..... (Mobile).....
7. Date joined service..... as.....
8. Date of first appointment.....
9. Date transferred to Permanent and Pensionable Establishment.....
10. Present post held.....
11. Date of Appointment to present post.....
12. Posting (i) Present Ministry/Department.....
(ii) Place of Work.....
13. Present Salary (Basic).....
14. Educational Qualifications (Please attach photocopy of certificates)
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.....
15. Experience relevant to the post applied for (Documentary evidence to be attached)
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.....
.....

Date:

.....
Signature of Applicant

Section B (To be filled in by the Ministry/Department concerned)

(i)	Record of sick leave	Record of unauthorized absence
	2015	2015.....
	2016.....	2016.....
	2017.....	2017.....
	2018(to date).....	2018(to date).....

(ii) Report on Applicant:
Work:.....
Conduct:
Attendance:

(iii) Whether employee has been subject to disciplinary action during the past ten years.
If in the affirmative, please give details:
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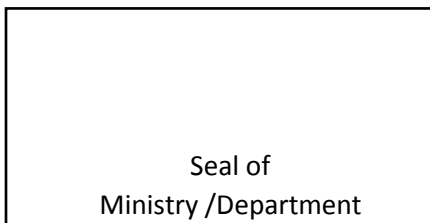
(iv) I certify that particulars given by Applicant in Section A have been verified and found correct, except:
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(v) Comments, if any, on experience claimed by Applicant and other remarks.
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Date:

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(Signature of officer)



Name (in full)

Post held:.....