



APPLICATION FORM

Post Applied for:

A. Applicant's Details

1. **Title** Mr Mrs Miss Ms

Surname: Name:
(in block letters)

Maiden Name *(if applicable)*:

2. **Residential Address:**
(in block letters)

3. **Phone Number:** Office: Residential: Mobile:
 Email Address:

4. **Date of Birth:** __/__/__ (D/M/Y) **Age:** **National Identity Number:**

B. QUALIFICATIONS

(a). Secondary Ordinary Level

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

.....

Year

Subject	Grade

Result Aggregate

.....

Year

Subject	Grade

Result Aggregate

(b). Secondary Advanced Level

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

.....

Year

Subject	Level	Grade

Level- Principal, Subsidiary, Advanced Subsidiary

Result

.....

Year

Subject	Level	Grade

Level- Principal, Subsidiary, Advanced Subsidiary

Result

(c). Other Secondary Qualifications (e.g Baccalaureate, Matriculation, Secondary & Higher Secondary Certificates from Overseas)

Note: Attach Photocopies of marksheet/result slips and equivalence of certificates (if available)

Examining Body

CountryYear

Certificate

Subject	Grade

Results

Marks	Percentage

Total

C. TECHNICAL AND VOCATIONAL QUALIFICATIONS

Year	Name of Institution	Course Name	Qualifications

D. POST SECONDARY QUALIFICATION (Diploma/Degree/Professional/ Post Graduate)

Year		Name of Institution	Qualifications <i>(for Degree, please state class, division and whether with Honours)</i>
From	To		

E. Other Qualifications as laid down in the advertisement

.....

.....

.....

F. Experience and skills for the post applied *(Attach documentary evidence)*

.....

.....

.....

G. RECORD OF EMPLOYMENT

i. Give in chronological order particulars of previous employment

Date <i>(State Month & Year)</i>		Designation Exact Title of Position Held	Name & Address of Employer
<i>From</i>	<i>To</i>		

ii. Present Employment

Name of Employer

Address of employer

Designation

Date Joined

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

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

(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, please give details (court, charge, date of judgement and sentence- e.g imprisonment, fine, caution or conditional discharge)

(c) Have you ever resigned or retired or have been dismissed or discharged from public service or any other employment?

Answer Yes or No If Yes, please give details

I. REFEREES

State the names, addresses and telephone numbers of two referees who do not hold any political position and are not related to you and who know you very well, personally and/or professionally, and whom the Syndicate may contact. (Please obtain their prior agreement to act as referee).

Referee 1:

Name

Address

Phone Number

Referee 2:

Name

Address

Phone Number

J. IMPORTANT

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 wilfully suppressed any material fact.

Date

Signature.....