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**PUBLIC SERVICE COMMISSION**

**APPLICATION FOR APPOINTMENT TO THE PUBLIC SERVICE**

**To be completed by all applicants for appointment to the Public Service and Public Officers applying for posts advertised in the Public Service.**

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| **Section A. Personal Data:** | | | | | | | |
| 1. **Post applied for (Block Letters)** | | | 1. **Indicate whether or not post applied for is in response to a public advertisement.** | | | | |
| 1. **Agencies/Ministry:** | | | | |
| 1. **Name in full: (SURNAME FIRST IN BLOCK LETTERS)**   **Mr. { } Mrs. { } Miss { }** | | | 1. **AGE** | | 1. **Date of Birth:**   **Day Month Year** | | |
| 1. **Place of Birth:** | | 1. **Permanent Address:** | | | | 1. **Mailing Address if different from 8.** | |
| 1. **Telephone #**   **Office:**  **Home:**  **Cell:** | | | 1. **Email Address:** | | | | |
| 1. **Marital Status:**   **Single { } Married { } Widowed { }**  **Divorced { }** | | | 1. **Father’s Name and Occupation:** | | | | |
| 1. **Mother’s Maiden Name and Occupation:** | | | | | | | |
| **Section B. Educational Background:** | | | | | | | |
| 1. **Photocopies of certificates and examination result slips must be provided:** | | | | | | | |
| **INSTITUTION** | **NAME OF INSTITUTION & ADDRESS** | | | **DATES (MONTH & YEAR)**  **FROM: TO:** | | | **DEGREES, DIPLOMAS OR CERTIFICATES AWARDED** |
| **Primary School** |  | | |  | | |  |
| **Secondary School** |  | | |  | | |  |
| **Technical School** |  | | |  | | |  |
| **Correspondence Courses** |  | | |  | | |  |
| **University** |  | | |  | | |  |
| **Post Graduate Courses** |  | | |  | | |  |
| **Professional Courses** |  | | |  | | |  |
| **Special Courses** |  | | |  | | |  |

**(Cont’d)**

1. **EMPLOYMENT HISTORY: (begin with current employment)**

|  |  |  |  |
| --- | --- | --- | --- |
| **PERIOD OF EMPLOYMENT**  **FROM: TO:** | **NAME AND ADDRESS OF EMPLOYER** | **POSITION HELD** | **REASON FOR LEAVING** |
|  |  |  |  |

1. **Describe below the duties and responsibilities of the more important positions you have in relation to the post applied for. You may also enlarge on aspects of your training or experience relevant to the post applied for. A separate sheet may be attached if the space provided is not adequate.**

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| **18. Special interests and hobbies:** |
| **I certify that the statements made by me in this application are true and complete to the best of my knowledge. If found untrue may result in the rescinding of your application and/or legal action.**  **………………………… …………………………… …………………………………. ……………………………………………………………**  **DAY MONTH YEAR SIGNATURE OF APPLICANT** |
| **Two recent testimonials should accompany this application along with certified copies of academic qualifications and copy of birth certificate**  **You will be required to provide a valid police clearance if invited for an interview.** |