

**MINISTRY OF EDUCATION AND HUMAN RESOURCE
MITD HOUSE, PHOENIX**

Application for Post of School Caretaker

Section A (To be filled in by Applicant)

1. Title: Mr ☐ Mrs ☐ Miss ☐ (Tick as appropriate)
Surname:
(in block letters)
Other Names:
(in block letters)
Maiden Name (if applicable):
2. Date of Birth:
3. National Identity Card No.:

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4. Residential Address:
(in block letters)
5. Telephone No: Office: Residence: Mobile:
6. Date Joined Government Service:
7. Date transferred to the Permanent and Pensionable Establishment (PPE) and in what grade:
Date: Grade:
8. (i) Present Post held:
(ii) Whether casual/temporary/substantive:
9. Date of appointment to present Grade/Post:
10. Posting: (i) Ministry/Department:
(ii) Site of Work/School/Section/Division/Unit:
11. Present Salary (basic):
12. Previous appointment held in Government Service and in what grade/capacity:

Previous Appointment	From	To	Ministry/Department

13. Educational Qualifications (Please attach copies of certificates):

(a) Detailed results of Certificate of Primary Education

Year

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Subject	Grade
English	
French	
Maths	
Geography/EVS	
Oriental Language (.....)	

(b) Detailed results of Cambridge School Certificate

Detailed results of London General Certificate of Education (Ordinary Level)

Year	Examination Centre No.	Index No.
.....		

Year	Examination Centre No.	Index No.
.....		

	Subject	Grade
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

	Subject	Grade
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14. Any other Qualifications:

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15. Experience relevant to the post applied for (Attach documentary evidence)

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16.(a) Have you ever been prosecuted before a court of law for any offence and subsequently found guilty?
(If yes, give details)

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(b) Have you ever been dismissed or retired from the Public Service on any grounds whatsoever?
(If yes, give details)

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17. **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 form and in the sheets thereto, are true and accurate to the best of my knowledge and belief and that I have not willfully suppressed any material facts.

Date:

.....
Signature of Applicant

Section B

To be filled by Head of School or Head of Division/Section/Unit where applicant is posted

(i) Record of Sick Leave taken:

2022:days 2023:days 2024:days 2025 (as to date):days

(ii) **Report on:**

Conduct

Work

Attendance

(iii) Whether officer has ever been assigned duties of School Caretaker (Yes/No):

.....

(In the affirmative, please specify period of assignment):

Signature:

Name (in full):

Designation:

Date:

Office Phone No

Seal of School/Division

Section C

To be filled by Human Resource Division of Zone/Section where applicant is posted.

(i) Whether officer has been subject to disciplinary action for the past ten years: (in the affirmative, please give details)

(ii) I certify that particulars at Sections A, B and C (i) are correct.

Signature of Officer:

Name (in full):

Designation:

Telephone No:

Date:

Seal of Human Resource
Section

