

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: National Identity Card No.:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Residential Address:

4. Home Telephone No: Mobile No: Office Telephone No:

5. Date joined Government Service:

6. Date transferred to the Permanent and Pensionable Establishment: (PPE) and in what grade:

7. (i) Present Post held:

(ii) Whether casual/temporary/substantive:

8. Date of appointment to present Grade/Post:

9. Posting: (i) Ministry/Department:

(ii) Site of Work/School/Section/Division/Unit:

10. Present Salary (basic):

11. Previous appointment held in Government Service and in what grade/capacity:

Appointment	From	To	Ministry/Department

12. Qualifications:

(a) Detailed results

Certificate of Primary Education and Year

--	--	--	--

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

13. Any other Qualifications:.....
.....

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

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

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

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 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 2020:.....days 2021: days 2022: days
2023 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



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:
Date:

