

Application for Post of Library Auxiliary/Senior Library Auxiliary

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:

5. Phone Numbers: Office: Home: Mobile:

6. Date joined 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 present appointment /Grade:

10. Posting: (i) Ministry/Deputment.....

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

11. Present basic salary:

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

14. Any other Qualifications:

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

16. (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).....

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,, 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 : 2021days 2022: days 2023.: Days 2024 (as at date):..... days

(ii) **Report on:**

Conduct:

Work:

Attendance:

(iii) Whether officer has ever been assigned duties of Library Auxiliary/ Senior Library Auxiliary (Yes/No)

.....

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

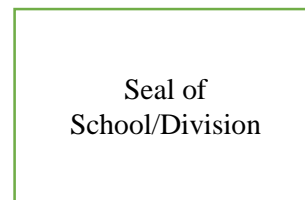
Signature:

Name (in full):

Designation:

Date:

Office Phone No:



Section C

To be filled by Human Resource Division Zone 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:

Office Phone No:

Date:

