

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

Application for Post of Tradesman's Assistant

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:

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3. Residential Address:

4. Phone Numbers: Office:..... Home: Mobile:.....

5. Date joined 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 present appointment:

9. Posting : (i) Ministry/Department:

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

10. Present basic salary:

11. Previous appointment held in Government Service:

Previous Appointment	From	To	Ministry/Department

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

(a) **Detailed results of Certificate of Primary Education**
Year

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Subject

Grade

English

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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.

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Subject

Grade

Subject

Grade

1.

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2.

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3.

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4.

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5.

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6.

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7.

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8.

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13. Any other Qualifications:.....
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14. Trade applied for: Welding ☐ Plumbing and Pipe Fitting ☐ Masonry ☐
Electrical Works ☐ Carpentry ☐
(Tick as applicable)

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).....
.....

(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 elimination of the applicant. 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) Records of Sick Leave taken 2022:days 2023: days 2024: days
2025 as to date: days

(ii) **Report on:**

Conduct
Work
Attendance

(iii) Whether applicant possess the PSLC/CPE (Yes/No)
In the affirmative, please attach a photocopy thereof.
Comments, if any, on experience claimed and any other remarks
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Signature:

Name (in full):

Designation:

Date:

Office Phone No:

Seal of
School/Division

Section C

To be filled by Human Resource Division of Education 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) above have been verified and found correct.

Signature of officer:

Name (in full):

Designation:

Date:

Seal of Human
Resource
Section