

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

Application for Post of Driver

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 present appointment/Grade:
10. Posting : (i) Ministry/Department
(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 |
|----------------------|------|----|---------------------|
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| | | | |
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13. Educational Qualifications (Please attach copies of certificates):

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

Year

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

| Subject | Grade |
|---------------------------|-------|
| English | |
| French | |
| Mathematics | |
| Geography/EVS | |
| Oriental Language (.....) | |

(b) **Detailed 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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(c) **Driving Licence (manual gear) of cars or vans or minibuses or lorries up to five tons, others (please specify and attach copies thereof):**

.....

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 Division/Section/Unit where applicant is posted

(i) Record of Sick Leave taken:

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

Report on:

Conduct:

Work:

Attendance:

(ii) Whether officer has ever been assigned duties of Driver (Yes/No)

.....

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

Signature:

Name (in full):

Designation:

Date:

Office Phone No:

Seal of
Division/Section

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:

Seal of Human
Resource Section