

**MINISTRY OF EDUCATION AND HUMAN RESOURCES,
TERTIARY EDUCATION AND SCIENTIFIC RESEARCH
MITD HOUSE, PHOENIX**

Application Form for the Post of Computer Laboratory Auxiliary

Section A

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:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
4. Residential Address:
(in block letters)
Home Tel. No.:..... Mobile No..... Office Tel. No.....
5. Date joined Government Service:
6. Date transferred to the Permanent and Pensionable Establishment (PPE) and in which grade:
Date: Grade:
7. (i) Present Post held:
(ii) Whether in a temporary/substantive capacity:
8. Date of Appointment to present Grade/Post:
9. Present 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:

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

13. Any other Qualifications:

14. Experience relevant to the post of Computer Laboratory Auxiliary (*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 of Ministry/Department where applicant is posted

(i) Record of Sick Leave 2015:days 2016: days 2017: days
2018: (to date) days

(ii) **Report on**

Conduct:

Work:

Attendance:

(iii) Whether Officer has ever been entrusted duties of Computer Laboratory Auxiliary (*Yes/No*)

.....

In the affirmative, please specify period of assignment:.....

.....

Signature:

Name (*in full*):

Designation:

Date:

Contact No:



Section C

To be filled by Human Resource Division of Ministry/Department/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) are correct.

Signature:

Name (*in full*):

Designation:

Date:

Contact No:

