



Through
(Permanent Secretary/Head of Department)

APPLICATION FOR APPOINTMENT BY SERVING OFFICER

PART A.

1. I have read the notes at the end of this form and I declare that the information supplied by me hereunder is true and correct.

2. I hereby apply for appointment to the office of:—

.....
as advertised in Public Service Circular No.....

Name in full

Place of birth.....Date of birth

Present appointment

Grade and salary

Marital Status: Married/Single/Widowed.

(Delete whichever is not applicable)

3. Educational Background

School/Institution/University	Date Entered	Date Left	Certificates/Qualifications Obtained
.....
.....
.....
.....
.....
.....
.....
.....

Any distinctions gained

Special Qualifications

4. Employment Record (Outside Government Service)

Employer	Post Occupied	Dates	
		From	To
.....
.....
.....
.....
.....
.....
.....
.....

PSC Rule
3—13(2)

5. Employment Record Within Government Service

Government Department	Post Occupied and Grade	Date	
		From	To

Any Acting Positions Occupied in Government Service

.....

.....

.....

Any Courses/Seminars Attended

.....

.....

.....

Signature of Officer **Date**

PART B.

Permanent Secretary/Head of Department's Comments:—

I enclose a Confidential Report on Form G.P. 29 in respect of:—

.....
**Signature of Permanent Secretary/
 Head of Department**

.....
Date

Notes:—

1. It is an offence to give false information.
2. The application should be completed in the applicant's own handwriting.
3. Do not enclose originals of certificates or testimonials but certified or photostat copies.
4. When invited for interview by the Public Service Commission bring the originals of your certificates and testimonials which must be returned to you after examination.
5. If there is no acknowledgement of this form within a reasonable time, enquiries may be made from the Secretary of the Commission.