



PUBLIC OFFICERS' WELFARE COUNCIL

Application Form

1. Post Applied for.....

Date of Advertisement/.....

2. National Identity No.

Title Mr Mrs Miss Ms

Marital Status: Married Single Other:.....

Surname:.....
(in block letters)

Other Names:.....
(in block letters)

Maiden Name *(if applicable)*:.....

Phone No: Office..... Home..... Mobile..... Email address:.....

Date of Birth Age Place of Birth.....

Nationality..... Certificate No. *(If Naturalised)*.....& Date.....

4. SECONDARY ORDINARY LEVEL

State whether Cambridge S. C. or Cambridge G.C.E. or London General Certificate of Education (Ordinary Level)

.....
Month/Year Exam. Centre No. Index No.

Subject	Grade

Result..... Aggregate.....

.....
Month/Year Exam. Centre No. Index No.

Subject	Grade

Result..... Aggregate.....

8. DIPLOMA QUALIFICATIONS (*Below Degree level*) (*Attach photocopies of marksheets*)

Name of University/Examining Body..... Country.....

Duration of course/study: From.....To..... Part Time Full Time Distance Education

Specify (i) exact qualifications obtained..... Class/Division/Level.....

(ii) Date of result:.....

Subjects (State whether main/subsidiary/major etc. where applicable)

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9. DEGREE/PROFESSIONAL QUALIFICATIONS (*Attach photocopies of marksheets*)

Name of University/Examining Body..... Country.....

Duration of course/study: From.....To..... Part Time Full Time Distance Education

Specify (i) exact qualifications obtained..... Class/Division/Level.....

(ii) Date of result:.....

Subjects (State whether main/subsidiary/major etc. where applicable)

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10. POST DEGREE QUALIFICATIONS (*Attach photocopies of marksheets*)

Name of University/Examining Body..... Country.....

Duration of course/study: From.....To..... Part Time Full Time Distance Education

Specify (i) exact qualifications obtained..... Class/Division/Level.....

(ii) Date of result:.....

Subjects (State whether main/subsidiary/major etc. where applicable)

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11. Other Qualifications as laid down in the advertisement (*e.g. Driving Licence (Specify type), First Aid, IT etc. Specify date*)

12. Experience and skills relevant to the post applied for (*Attach documentary evidence*)

EMPLOYMENT HISTORY

13.1 (i) Present Employment in the Government Service

<i>Post held</i>	<i>Temporary/Substantive</i>	<i>Min./Dept.</i>								
.....										
<i>Date of Present Appointment</i>	<i>Date of Confirmation in the Service</i>	<i>Present Salary per month Rs</i>								
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>					<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
<p>(Date Month Year e.g. 01 - 01-02</p>										

(ii) Previous Employment in the Government Service

<i>Post held</i>	<i>Temporary/Substantive</i>	<i>Min./Dept.</i>	<i>Date of Appointment</i>
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13.2 If on leave without pay whilst in government service during the last five years state:

Period on leave: From..... To..... Purpose (study, employment etc...)Give details if applicable: (Organisation, Post held etc.)

13.3 EMPLOYMENT OTHER THAN IN THE GOVERNMENT SERVICE

<i>Post/s</i>	<i>Date</i>		<i>Name and address of employer</i>
	<i>From</i>	<i>To</i>	
.....
.....
.....

14. (a) Have you been the subject of an investigation/enquiry for any offence during the last 10 years ?

Answer Yes or No..... If Yes, indicate nature of offence and date of outcome.

.....
.....

(b) Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty during the last 10 years?

Answer Yes or No..... If yes, give details (court, charge, date of judgment and sentence - e.g. imprisonment, fine, caution or conditional discharge) :—

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15. Have you ever resigned or retired or been dismissed from the Public Service on any grounds whatsoever?

Answer Yes or No..... If yes, give details:—

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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 are true and accurate and that I have not willfully suppressed any material fact.

Date

Signature