

# APPLICATION FORM FOR THE POST OF TRADESMAN'S ASSISTANT AT THE MINISTRY OF AGRO-INDUSTRY AND FOOD SECURITY

## PART A (To be filled in by the Applicant)

1. Title: Mr  Mrs  Miss  Ms   
(Please tick as appropriate)
2. Marital Status: Married  Single  Other: .....  
(Please tick as appropriate)
3. Surname: .....  
(In block letters)
4. Other Names: .....  
(In block letters)
5. Date of Birth: .....
6. National Identity Card No: .....
7. Full Residential Address: .....  
(In block letters)  
.....
8. Phone No: Office ..... Home ..... Mobile.....
9. Present Post Held: .....  
(whether temporary/substantive)
10. Date of Present Appointment: .....
11. Posting: (i) Present Ministry/Department: .....  
(ii) Place of work: .....
12. Date joined service: .....
13. Date of 1<sup>st</sup> Appointment: .....
14. Date transferred to Permanent and Pensionable Establishment: .....
15. Present salary per month (Basic): Rs .....
16. Previous Employment in the Government Service

Post held	Temporary/Substantive	Ministry/Department	Date of Appointment

17. Examinations passed (please attach photocopies of certificates)
- (i) Primary: .....
- (ii) Other: .....

18. Experience relevant to the post applied for (attach documentary evidence of experience claimed)

.....

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19. Have you been the subject of an investigation/enquiry for any offence during the last 10 years?

Yes  No

*(Please tick as appropriate)*

If Yes, indicate nature of offence and date of outcome:

.....

.....

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

Yes  No

*(Please tick as appropriate)*

If Yes, give details (court, charge, date of judgement and sentence – eg. imprisonment, fine, caution or conditional discharge):

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

Yes  No

*(Please tick as appropriate)*

If Yes, give details:

.....

.....

**DECLARATION**

I, ....., the undersigned applicant, declare that the particulars in this application are true and accurate and that I have not suppressed any material fact.

Date: ..... Signature of Applicant: .....

**PART B (To be filled by Head of Division/Section/Unit)**

(i) Report on applicant:

Conduct: .....

Work: .....

Attendance: .....

(ii) Comments, if any, on experience claimed and other remarks:

.....  
.....  
.....

Signature: .....

Date:.....

Name: .....

Post Held: .....

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**PART C (to be filled by Head of Division/Section/Unit where applicant is posted.)**

(i) Has applicant been subject to any disciplinary action during the last 10 years or subject to any prosecution before a court of law for any offence? Yes/No

If yes, please give details

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(ii) Statement of sick leave and unauthorized absences without pay taken by applicant.

Record of Sick Leave:

Record of unauthorized absence

2018:.....

2018:.....

2019:.....

2019:.....

2020:.....

2020:.....

2021:.....

2021:.....

2022 to date.....

2022 to date.....

(iii) I certify that the particulars given in Part A, B, and C have been verified and found correct, except:

.....  
.....

Stamp of  
Ministry/Department

Signature: .....

Name: .....

Post Held: .....

Date: .....