

**APPLICATION FORM FOR THE POST OF  
TRADESMAN’S ASSISTANT**

**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 No: .....
7. Full Residential Address: .....  
(In block letters)  
.....
8. Phone No: Office ..... Home ..... Mobile.....
9. Present Post Held: .....  
(whether temporary/substantive)
  - a) Present Ministry/Department: .....
  - b) Place of work: .....
10. **QUALIFICATIONS**  
Examinations passed (please attach photocopies of certificates)
  - (i) Primary: .....
  - (ii) Secondary: .....
  - (iii) Other: .....  
.....
11. **EMPLOYMENT HISTORY**
  - a) Date joined service: .....
  - b) Date transferred to Permanent and Pensionable Establishment: .....
  - c) Date of 1<sup>st</sup> Appointment: .....
  - d) Date of Present Appointment: .....

FOR OFFICIAL USE	
Age	
Qualifications	
Experience	
Remarks	
Eligible	Not Eligible

12. **EXPERIENCE**

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

.....  
 .....

13. Previous Employment in the Government Service

Post held	Temporary/Substantive	Ministry/Department	Date of Appointment

14. Have you been on leave without pay whilst in government service during the last five years. If yes, state:

Period on leave: From: ..... To: .....

Purpose (Study, employment, etc...): .....

Give details, if applicable: (Organisation, Post held, etc.): .....

.....

15. Employment other than in the Government Service

Post/s	Date		Name and Address of employer
	From	To	
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

16. 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:

.....  
 .....

17. 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):

.....  
 .....

18. 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 where applicant is posted)**

(i) Report on applicant:

Conduct: .....

Work: .....

Attendance: .....

(ii) 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

.....  
.....

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

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

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

Record of Sick Leave:

Record of unauthorized absence

2020:.....

2020:.....

2021:.....

2021:.....

2022:.....

2022:.....

2023 to date.....

2023 to date.....

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

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

Stamp of  
Ministry/Department

Signature: .....

Name: .....

Post Held: .....

Date: .....