

**MINISTRY OF AGRO- INDUSTRY AND FOOD SECURITY**  
**Human Resource Division, Dentamax House, Dumas Street, Port Louis**

S.N.:
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**Application for the post of Tradesman’s Assistant**

**PART A: To be filled in by applicant**

1. Title: Mr  Mrs  Miss  Ms   
 (Please tick as appropriate)
2. Marital Status: Married  Single  Other: .....  
 (Please tick as appropriate)
3. Surname: .....  
 (Block Letters)  
 Other Names: ..... Male/Female .....
4. Date of Birth: ..... Trade Applied for: .....
5. National I.D. No: .....
6. Full Residential Address: .....
7. Tel No: Office: ..... Home: ..... Mobile: .....
8. Date joined service: .....as.....
9. Date of First Appointment/Employment: .....
10. Date of Transfer to PPE: .....
11. Present Post held (State whether temporary/substantive):.....
12. Date of Present Appointment/Employment: .....
13. Present Place of Posting: .....
14. Date/s of Previous appointment and grade:

Post held	Temporary/Substantive	Ministry/Department	Date of Appointment

15. Present Salary: .....
16. Educational Qualifications: (Attach documentary evidence)  
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 .....  
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17. Experience/Knowledge of the duties of the post applied for: (**Attach documentary evidence**)

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Date: ..... Signature of applicant: .....

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**PART B: To be filled in by Officer-in-Charge/ HR Section**

(a) Does the applicant reckon experience of the duties of the post applied for? Yes/No.  
If yes, please give details with dates e.g. Period of actingship/assignment of duties, replacement as relief, in the post.

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(b) Has the applicant been subject to disciplinary action during the last ten years or subject to any prosecution before a court of law for any offence? Yes/No  
If yes, please give details including punishment inflicted.

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(c) Report on applicant

- (i) Work: .....
- (ii) Conduct: .....
- (iii) Attendance: .....

(d) Statement of Sick Leave and leave without pay/Unauthorized absences taken by applicant

<b>Year</b>	<b>Sick Leave (No of days)</b>	<b>No of days of leave without pay/unauthorized absences</b>
<b>2021</b>		
<b>2022</b>		
<b>2023</b>		
<b>2024 to date</b>		

**Signature:** .....

**Name:** .....

**Rank:** .....

**Date:** .....