

MINISTRY OF ARTS AND CULTURE

(NATIONAL ARCHIVES DEPARTMENT)

Application for the Post of Handy Worker

SECTION A

SECTION A (To be filled in by Applicant)

1. Title: Mr. ☐ Mrs. ☐ Miss ☐ (please tick as appropriate)

Surname.....
(in block letters)

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

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

2. Date of Birth:.....

3. National Identity Card No:.....

4. Residential Address.....
(in block letters):

5. Telephone No: Office:.....Residence:.....Mobile:.....

6. Date Joined Service:.....

7. Date Transferred to the Permanent and Pensionable Establishment (PPE) and in what grade

Date:.....Grade:.....

8. (i) Present Post held:.....

(ii) Whether casual/temporary/substantive:

9. Date of present appointment/Grade:.....

10. Posting: (i) Ministry/Department:.....

(ii) Site of Work/School/Section/Division/Unit:.....

11. Present basic salary:.....

12. Previous appointment held in the Government Service and in what grade/capacity:

Previous Appointment	From	To	Ministry/Department

13. Educational Qualifications (Please attach copies of certificates):

(i) Primary:

(ii) Other:

14. Experience relevant to the post applied for (Attach documentary evidence of experience claimed):

.....

15. Have you been subject of an investigation/enquiry/a disciplinary action for any offence during the last ten years.

If yes, indicate nature of the offence, data and outcome.

.....

16. (a) Have you ever been prosecuted before a Court of Law for any offence and subsequently found guilty?

(If yes, give details).....

.....

(b) Have you ever been dismissed or retired from the Public Service on any grounds whatsoever?

(If yes, give details).....

.....

17. 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,, declare that the particulars in this application form and in the sheets thereto, are true and accurate to the best of my knowledge and belief and that I have not willfully suppressed any materials facts.

Date:

Signature of Applicant:

SECTION B

To be filled in by Head of Division/Section/Unit where applicant is posted

(i) Statement of Sick Leave, Unauthorised Absences and Leave on No Pay taken by the Applicant:

Year	Sick Leave Taken	Unauthorised Absences	Leave on No Pay
2022			
2023			
2024			
2025 to date			

(ii) Report on Applicant:

Conduct:.....

Work:.....

Attendance:.....

(iii) Whether officer has ever been assigned duties of Driver (Yes/No)

.....

(in the affirmative, please specify period of assignment):.....

Signature:.....

Name (in full):.....

Designation:.....

Date:.....

Office Phone No.:

**Seal of
Division/Section**

SECTION C

To be filled by Human Resource Division of Ministry/Department where applicant is posted.

(i) Whether officer has been subject to disciplinary action for the past ten years: (in the affirmative, please give details).....

(ii) I certify that particulars at Sections A, B and C (i) are correct.

Signature of Officer:.....

Name (in full):.....

Designation:.....

Office Phone No:.....

Date.:

