

**NATIONAL ASSEMBLY
APPLICATION FOR THE POST OF HANDY WORKER**

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 Name:
(In block letters)
5. Date of Birth:
6. National Identity Card No:
7. Full Residential Address:
(In block letters)
.....
8. Phone No: Home: Office:
9. Present Post Held:
(whether temporary/substantive)
10. Date of Present Appointment:
11. Present Posting:
 - (i) Ministry/Department:
 - (ii) Place of work:
12. Date joined service:
13. Date of 1st Appointment:
14. Date transferred to Permanent and Pensionable Establishment:
15. Present salary per month (Basic): Rs.....

16. Previous appointment held in the Government Service

Appointment	From	To	Ministry/Department

17. Educational Qualifications (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 on leave without pay while in government during the last five years?

Yes No
 (Please tick as appropriate)

If yes, state period and purpose of leave without pay:

Period: From.....to.....

Purpose: (Employment etc).....

20. Have you been subject of a disciplinary action during the last ten years?

Yes No
 (Please tick as appropriate)

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

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21(a) 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)

DECLARATION

I,.....
the undersigned applicant, declare that the particulars in this application are true and correct.

Date: Signature of Applicant:
.....

PART B (to be filled by Human Resource Section of Ministry/Department where applicant is posted)

(i) Statement of leave taken during last three years.

Year	Sick Leave	Unauthorised absence	Leave Without Pay
2016			
2017			
2018			

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

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(iii) Report on applicant:

Work:
Conduct:
Attendance:

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

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

.....
.....

Stamp of
Ministry/Department

.....

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Signature:

Name (in full):

Post Held:

Contact No:

Date: