

**APPLICATION FORM FOR THE POST OF ENVIRONMENTAL LABORATORY AUXILIARY
AT THE MINISTRY OF ENVIRONMENT, SOLID WASTE MANAGEMENT
AND CLIMATE CHANGE**

(ENVIRONMENT AND CLIMATE CHANGE DIVISION)

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.

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7. Full Residential Address:
(in block letters)
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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 1st 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. Qualifications *(please attach photocopies of certificates):*

(i) Detailed Results:

Cambridge School Certificate Year.....		General Certificate of Education (Ordinary Level) Year.....	
<i>Subjects</i>	<i>Grade</i>	<i>Subjects</i>	<i>Grade</i>

(ii) Any other qualifications:

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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:

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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

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DECLARATION

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

Date: Signature of Applicant.....

PART B (To be filled by Head of Division/Section/Unit of Ministry/Department concerned)

(i) Report on applicant

Work:

Conduct:

Attendance:

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

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Signature:

Date:

Name:

Grade:

PART C (to be filled Human Resource Section of Ministry/Department 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

2020:

2020:

2021:

2021:

2022:

2022:

2023 (to date):

2023 (to date) :

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

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Stamp of
Ministry/Department

Signature:

Name:

Post Held:

Date: