

**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:

2023:

2024:

2025:

2026 (to date):

Record of unauthorized absence

2023:

2024:

2025:

2026 (to date) :

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

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Stamp of
Ministry/Department

Signature:

Name:

Post Held:

Date: