

**MINISTRY OF FOREIGN AFFAIRS, REGIONAL INTEGRATION
AND INTERNATIONAL TRADE**

CIRCULAR NOTE NO 1 OF 2022

**APPLICATION FOR THE POST OF STORES ATTENDANT IN THE MINISTRY OF FOREIGN
AFFAIRS, REGIONAL INTEGRATION AND INTERNATIONAL TRADE**

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:
(In block letters)

4. Other Names:
(In block letters)

5. Date of Birth:

6. National Identity Card No

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7. Full Residential Address:
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8. Phone No: Office..... Home..... Mobile.....

9. (i) Present Post Held:

(ii) Whether in a temporary/substantive capacity.....

10. Date of Present Appointment:

11. Present Posting:

(i) Present Ministry/Department:

(ii) Place of work:

12. Date joined service:

13. Date of first appointment:

14. Date transferred to Permanent and Pensionable Establishment (PPE) and in which grade:

Date: Grade:

15. Present salary (Basic): Rs

16. Previous appointment held in the Government Service:

Grade	From	To	Ministry/Department

17. Educational Qualifications (Please attach photocopies of certificates)

(i) Primary:

(ii) Other:
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18. Experience relevant to the post applied for (to attach documentary evidence of experience claimed).

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19. Have you ever been on leave without pay while in the government during 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 an investigation/enquiry/ a disciplinary action for any offence 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?

Yes

No

(Please tick as appropriate)

(b) If yes, give details (court, charge, date of judgement and sentence –e.g. imprisonment, fine, caution or conditional discharge).

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(c) Have you ever been dismissed or retired from the Public Service on any grounds whatsoever? *(If yes, give details)*.

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22. 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 candidate has already been appointed, to the termination of his appointment.

DECLARATION

I,, the undersigned applicant, 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 material facts.

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 five years to date

Year	Sick Leave	Unauthorised absences	Leave without pay
2020			
2021			
2022 (to date)			

(ii) Report on Applicant:

Work:

Conduct:

Attendance:

(iii) Has applicant been subject to any disciplinary action during the last ten years or subject to any prosecution before a court of law for any offence?

Yes No

If, in the affirmative, please give details

(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:

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Date:

Signature:

Name (in full):

Post held:

Seal of
Ministry/Department