

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

**APPLICATION FOR THE POST OF DRIVER 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: .....
5. Date of Birth: .....
6. National Identity No.: 

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
7. Full Residential Address: .....  
.....
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/employment held in the Government Service:

| <i>Post Held</i> | <i>From</i> | <i>To</i> | <i>Ministry/Department</i> |
|------------------|-------------|-----------|----------------------------|
|                  |             |           |                            |
|                  |             |           |                            |
|                  |             |           |                            |

17. Educational Qualifications (*Please attach photocopies of certificates*):

(i) **Results of Certificate of Primary Education and Year:**

.....  
.....  
.....

(ii) **Other:** .....

.....  
.....

18. Whether holder of a valid Driving Licence (**manual gear**) to drive cars or vans or minibuses or lorries up to five tons (*to attach photocopy of Driving Licence*):

.....

19. Experience relevant to the post applied for (*to attach documentary evidence of experience claimed*):

.....  
.....

20. 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.) .....

21. 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:

.....  
.....

22. (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):

.....  
.....

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

.....  
.....

### ***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 the Human Resource Section of Ministry/Department where Applicant is posted)**

- (i) Statement of leave taken during the last two years to date:

| <i>Year</i>           | <i>Sick Leave</i> | <i>Unauthorised<br/>absences</i> | <i>Leave without<br/>pay</i> |
|-----------------------|-------------------|----------------------------------|------------------------------|
| <b>2023</b>           |                   |                                  |                              |
| <b>2024</b>           |                   |                                  |                              |
| <b>2025 (to date)</b> |                   |                                  |                              |

- (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:

.....  
.....  
.....

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

.....  
.....

**Date:** .....

**Signature:** .....

Seal of Ministry/Department

**Name (in full):** .....

**Post held:** .....

**Phone No.:** .....

