GOVERNMENT OF MAURITIUS

(Ministry of Foreign Affairs, Regional Integrational and Integration Trade)

APPLICATION FORM FOR OFFICE MANAGEMENT EXECUTIVE WISHING TO BE CONSIDERED FOR POSTING TO MAURITIUS EMBASSY

SINGLE	
MARRIED	

1. SURNAME: .....
   (in block letters) Mr./Mrs./Miss
2. OTHER NAMES: .....
   (in block letters)
3. DATE OF BIRTH: .....
4. MINISTRY/DEPARTMENT: .....
5. TEL NO: .....
6. POST HELD: .....
7. DATE OF FIRST APPOINTMENT:.....
8. DATE PF PRESENT APPOINTMENT:.....
9. RESIDENTIAL ADDRESS: .....

   .....

   .....
10. TEL NO (Residence): .....

    (Mobile): .....
11. EMAIL ADDRESS: .....

12. RECORD OF SERVICES AND PREVIOUS EXPERIENCE (including experience in Overseas Mission)

Post Held	Ministry/Department	Dates		Brief description of duties
		From	To	
……	…….	……	……	……...
……	…….	……	……	……...
……	…….	……	……	……...
……	…….	……	……	……...
……	…….	……	……	……...
……	…….	……	……	……...
……	…….	……	……	……...
……	…….	……	……	……...
……	…….	……	……	……...

13. If selected, how soon from date of notification will you be able to assume duty in the Mission

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14. State if you will be accompanied by your spouse and children

    YES ☐

    NO ☐

    If yes, indicate the number of children and their respective age

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    .....

Date: ..... Signature of Applicant: .....

To be completed by Supervising Officer of Ministry/Department

1. Brief Report on the officer's work, conduct, and record of sick leave for the last 3 years.

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2. I confirm that particulars given at paragraph 1 – 12 above are correct.

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3. Recommendation of Supervising Officer regarding the suitability of the officer for posting to the Overseas Mission.

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   .....

Date:.....

Signature: .....

Name of Supervising Office: .....

Ministry/Dept:.....

Official Stamp of Ministry/Dept: