**APPLICATION FOR THE POST OF DRIVER IN THE**

**MINISTRY OF OCEAN ECONOMY, MARINE RESOURCES, FISHERIES AND SHIPPING**

**Section A (To be filled in by Applicant)**

1. Surname (in block letters): ………………………………………………………………..

2. Other Names (in block letters): ……………………………………………………………

3. Date of Birth: …………………………………………………………………………………

4. National Identity No.: ……………………………………………………………………….

5. Residential Address (in block letters): …………………………………………………….

 ………………………………………………………………………………………………….

 ………………………………………………………………………………………………….

6. Tel (Office): ………………… Tel (Residence): ………………..(Mobile) ………………..

7. Date joined service: …………………………….. as ……………………………………….

8. Date of first appointment: ……………………………………………………………………

9. Date transferred on Permanent and Pensionable Establishment: …………………….

10. Present post held: ……………………………………………………………………………

11. Date of Appointment to present post: ………………………………………………………

12. Posting: (i) Present Ministry/Department: ……………………………………………….

 (ii) Place of Work: ………………………………………………………………..

 ………………………………………………………………..

13. Present salary (Basic): ………………………………………………………………………

14. Educational Qualifications (Please attach photocopy of certificates):

 …………………………………………………………………………………………………..

 …………………………………………………………………………………………………..

 …………………………………………………………………………………………………..

15. Type of valid Driving License/s possessed – specify whether manual gear or not (please attach photocopy of the license/s)

 …………………………………………………………………………………………………….

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 …………………………………………………………………………………………………….

16. Experience relevant to the post applied for (Documentary evidence to be attached):

 …………………………………………………………………………………………………….

 …………………………………………………………………………………………………….

 Date: …………………………… ……………………………..

 Signature of Applicant

**Section B (To be filled in by the Ministry/Department concerned)**

(i) **Record of sick leave** **Record of unauthorized absence**

 2014: ……………………….. 2014: …………………………

 2015: ……………………..… 2015: …………………….…

 2016: ……………………..… 2016: ……………………...…

 2017 (to date): ………..…. 2017 (to date): ……………

(ii) **Report on Applicant** :

 Work: ………………………………………………………………………………...

Conduct: ……………………………………………………………………………..

Attendance: ……………………………………………………………………….…

 (iii) Whether officer has been subject to disciplinary action during the last ten years.

 If in the affirmative, please give details:

 …………………………………………………………………………………………………….

 …………………………………………………………………………………………………….

 …………………………………………………………………………………………………….

(iv) I certify that particulars given by Applicant in Section A have been verified and found correct, except:

…………………………………………………………………………………………………….

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…………………………………………………………………………………………………….

(v) Comments, if any, on experience claimed by Applicant and any other remarks.

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…………………………………………………………………………………………………….

Date: ……………………….. ……………………………

 (Signature of Officer)

**Stamp of**

**Ministry/Department**

 Name (in full): ………………………

 Post held: ………………………..…

 Contact No. ………………………….

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