

APPLICATION FOR THE POST OF DRIVER (on roster)

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 Licence/s possessed – specify whether manual gear or not (please attach photocopy of the licence/s)
.....
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 unauthorised absence
2015:	2015:
2016:	2016:
2017:	2017:
2018 (to date):	2018 (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:
.....
.....

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

Date:
.....
(Signature of Officer)

Stamp of
Ministry/Department

Name (in full):
Post held:
Contact No.