**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):

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

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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):

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

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:

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

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(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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