

Nelson Mandela Centre for African Culture Trust Fund

Read carefully the enclosed Notes and Instructions to candidates before filing this form

Application Form

1. Post Applied for:

Ministry/Department:.....

Date of Advertisement/Vacancy Circular:.....

Previous Posts Applied for: **1**.....

2.....

2. National Identity No.

Title: Mr Mrs Miss Ms

Marital Status: Married Single Other:

Surname: *(in block letters)*

Other Names: *(in block letters)*

Maiden Name: *(if applicable)*

3. Residential Address: *(in block letters)*

Phone No: Office:..... Home:..... Mobile:..... Email address:.....

Date of Birth:..... Age:..... Place of Birth:.....

Nationality: Certificate No. *(if Naturalised)*.....& Date:.....

4. SECONDARY ORDINARY LEVEL

State whether Cambridge S. C. or Cambridge G.C.E. or London General Certificate of Education (Ordinary Level)

Month/Year Exam. Centre No. Index No.
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Subject	Grade
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Result..... Aggregate.....

Month/Year Exam. Centre No. Index No.
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Subject	Grade
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Result..... Aggregate.....

5. SECONDARY ADVANCED LEVEL

State whether Cambridge H. S. C. or Cambridge G.C.E. or London General Certificate of Education (A Level)

Month/Year Exam. Centre No. Index No.

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Subject	Level	Grade

Month/Year Exam. Centre No. Index No.

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Subject	Level	Grade

Level — Principal, Subsidiary, Advanced Subsidiary
Result.....

Level — Principal, Subsidiary, Advanced Subsidiary
Result.....

6. Other Secondary Qualifications (e.g. *Baccalaureate, Matriculation, Secondary & Higher Secondary Certificates from Overseas*).

Note : Attach photocopies of marksheets/result slips and equivalence of certificates (if available)

Examining Body.....
Country..... Year.....
Certificate.....

Subject	Grade

Marks	Percentage

Result.....

TOTAL.....

7. TECHNICAL AND VOCATIONAL QUALIFICATIONS (e.g. *Typing and shorthand, B.A.P., Technician Certificate, I.V.T.B Certificate (NTC) etc.*)

Name of University/Examining Body.....Country.....
Duration of course/Study: From.....To.....Part Time Full Time Distance Education
Specify (i) exact qualifications obtained.....Class/Division/Level.....
(ii) Date of result:.....

Subjects (State whether main/subsidiary/major etc where applicable)

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8. DIPLOMA QUALIFICATIONS *(Below Degree Level) (Attach photocopies of marksheets)*

Name of University/Examining Body.....Country.....

Duration of course/Study: From.....To.....Part Time Full Time Distance Education

Specify (i) exact qualifications obtained.....Class/Division/Level.....

(ii) Date of result:.....

Subjects (State whether main/subsidiary/major etc where applicable)

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9. DEGREE/PROFESSIONAL QUALIFICATIONS *(Attach photocopies of marksheets)*

Name of University/Examining Body.....Country.....

Duration of course/Study: From.....To.....Part Time Full Time Distance Education

Specify (i) exact qualifications obtained.....Class/Division/Level.....

(ii) Date of result:.....

Subjects (State whether main/subsidiary/major etc where applicable)

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.....

Please write your name and address below

Nelson Mandela Centre for African Culture Trust Fund

Name:.....

Address:.....

10. POST DEGREE QUALIFICATIONS *(Attach photocopies of marksheets)*

Name of University/Examining Body.....Country.....

Duration of course/Study: From.....To.....Part Time Full Time Distance Education

Specify (i) exact qualifications obtained.....Class/Division/Level.....

(ii) Date of result:.....

Subjects (State whether main/subsidiary/major etc where applicable)

.....

11. Other Qualifications as laid down in the advertisement (e.g. Driving License (Specify type), First Aid, IT etc, Specify date)

12. Experience and skills relevant to the post applied for *(Attach documentary evidence)*

13. EMPLOYMENT HISTORY

13.1. (i) Present Employment in the Government Service

<i>Post held</i>	<i>Temporary/Substantive</i>	<i>Min./Dept.</i>
.....
<i>Date of Present Appointment</i>	<i>Date of Confirmation in the Service</i>	<i>Present Salary per month Rs</i>
_ _ _ _ _ _ _	_ _ _ _ _ _ _

(ii) Previous Employment in the Government Service

<i>Post held</i>	<i>Temporary/Substantive</i>	<i>Min/Dept</i>	<i>Date of Appointment</i>
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13.2. If on leave without pay whilst in government service during the last five years state:

Period on leave: From.....To.....Purpose (study, employment etc...)

Give details if applicable: (Organisation, Post held etc.)

13.3. EMPLOYMENT OTHER THAN IN THE GOVERNMENT SERVICE

Posts	Date		Name and address of employer
	From	To	
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.....

14. (a) Have you been the subject of an investigation/enquiry for an offence during the last 10 years?

Answer Yes or No.....If Yes, indicate nature of offence and date of outcome.

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(b) Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty during the last 10 years?

Answer Yes or No.....If Yes, give details (court, charge, date of judgement and sentence-e.g. imprisonment, fine, caution or conditional discharge) :-

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15. Have you ever resigned or retired or been dismissed from the Public Service on any grounds whatsoever?

Answer Yes or No.....If Yes, give details:-

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16. IMPORTANT – PLEASE READ THE ADVERTISEMENT CAREFULLY: Incomplete, inadequate or inaccurate filing of the form may cause the applicant’s elimination from consideration. It is an offence to give false information or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.

DECLARATION

I,....., the undersigned applicant, declare that the particulars in this application are true and accurate and that I have not willfully suppressed any material fact.

Date:.....

Signature:.....

PART B

[To be filled by the Ministry/Department where Applicant is posted]

(i) Statement of Sick leave and unauthorised absences without pay taken by applicant

Record of Sick leave:

Record of unauthorised absence:

2019:

2019:

2020:

2020:

2021:

2021:

2022 (To date):

2022 (To date):

(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 the court of law for any offence?

Yes

No

If, in the affirmative, please give details

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iv) Comments, if any, on experience claimed and other remarks.

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v) I certify that the particulars given in Part B have been verified and found correct, except:

.....
.....

Stamp of

Ministry/Department

Signature:
Name (in full):
.....
Post Held:
Contact No:
Date: