

MINISTRY OF PUBLIC SERVICE AND ADMINISTRATIVE REFORMS

APPLICATION FORM FOR THE POST OF DRIVER

SECTION A (To be filled by Applicant)

1. Title: Mr Mrs Miss Ms

(Please tick as appropriate)

2. Surname :.....
(in block Letters)

3. Other Names:.....

4. Marital Status: Married Single Others:
(Please tick as appropriate)

5. Maiden Name:
(if applicable)

6. Date of Birth :..... Age:

7. National Identity Card No:.....

8. Residential Address *(in block letters)* :.....
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9. Phone No: Office :.....Home:.....Mobile:

10. Date Joined Service :.....

11. Date of First Appointment/Employment :.....

12. Date Transferred to PPE:.....

13. Present Appointment/Employment :.....

14. Date of Present Appointment/Employment Held:.....
(whether temporary/substantive)

15. Posting (i) Present Ministry/Department:

(ii) Place of work:

16. Present Basic Salary (per month):.....

17. Previous Appointment /Employment held in the Government Service

Post Held	From	To	Ministry/Department

18. Educational qualifications (please attached photocopies of certificate/s, specify year):

(i) Results of Certificate of Primary Education:.....

.....

(ii) Other:.....

19. Type of valid Driving Licence held (Please attach photocopy)

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20. Experience relevant to the post applied for (please attach documentary evidence):

.....

21. Have you been on leave without pay while in Government Service during the last five years:

(Please tick as appropriate) Yes No

22. Have you ever been subject to disciplinary action? Answer Yes/No

(Please tick as appropriate) Yes No

If yes, indicate nature of offence and date of outcome

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23 Have you ever been prosecuted before a Court of Law for any offence and subsequently found guilty during the last ten years?

(Please tick as appropriate) Yes No

If yes, please provide details.

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DECLARATION

I,, the undersigned applicant, declare that the particulars in this application are true and correct.

Date:

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Signature of Applicant

SECTION B (To be filled by Ministry/Department concerned)

1. I certify that the particulars given in Section A have been verified and found correct except for the following items:

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2. Does applicant reckon experience of the duties of the post applied for? If yes, please give details.

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3. Does applicant have a basic knowledge of mechanics and simple vehicle maintenance. If yes, please provide details.

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4. Has the applicant been subject to disciplinary action during the last ten years or subject to any prosecution before the Court of Law for any offence? If yes, please give details including punishment inflicted.

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5. Report on work, conduct and attendance of applicant:

- (i) Work:
- (ii) Conduct:
- (iii) Attendance:

(a) Statement of Sick Leave, Unauthorised Absences and Leave Without Pay taken by Applicant:

Year	No. of days of sick leave	No. of days of Unauthorised absences without pay
2023		
2024		
2025		
2026 (to date)		

Seal of

Ministry/Department

Signature:
(Not below the rank of HRE)

Name (in full):
.....

Post Held:

Phone No.: