

INSPECTORATE OF GOVERNMENT

Job Application form

Please read through the form before completing it. All questions MUST be answered. Failure to provide full and accurate information will disqualify the application. Only candidates short – listed for interview will be contacted.

1. Vacancy Number:..... 2. Job Title

3. Surname:.....

4. First / Other Names:.....

5. Date of Birth: 6. Gender (tick) Male/Female

DD/MM/YY

7. Marital status (tick) Never Married Currently Married Previously Married

8. Full Residential address

P.O Box Number or Street Address

.....

Suburb/Zone/Village

Town /City / District

9. Full Postal Address

P.O.Box number or Street address

10. Contact/Telephone number (s).....

Day time

External

Evening

11. Contact Email Address

12. Currently employed (if No go to question 18)

13. Employers Name

14. Employed since

DD/MM/YY

15. Current Designation

16. Current Gross Salary

17. Notice required for termination; Months (enter 0, If none required).....

18. High academic Qualification

19. Details:.....
20. Institution Name
21. Year of completion 22. Class/ Grade.....
23. Professional qualification.....
24. Details
25. Institution Name 26. Year.....

27. Indicate level of computer competencies (tick the appropriate box)

Package	Nil	Basic	Good	Excellent
MS word				
MS Excel				
Power point				
MS Access				

28. Do you have any medical condition that requires special attention? No Yes (specify since when).....

29. Have you ever been convicted of a criminal offence? Yes/No (Specify nature and year)

.....

30. State Five adjectives that best describe your character

.....

.....

Referees

31. Particulars of 1st Professional Referee

(a) Full Name.....

(b) Daytime Contact/Telephone number

(c) Known since (year)

(d) Relationship with the applicant

32. Particulars of 2nd Professional Referee

- (a) Full Name.....
- (b) Day time Contact Telephone number
- (c) Known since (year)
- (d) Relationship with the applicant

33. Particulars of a character Referee

- (a) Full Name.....
- (b) Day time Contact/Telephone number
- (c) Known since (Year)
- (d) Relationship with the applicant

34. Applicants Declaration

Ideclare that the information given on this form is true and accurate.

Tick items attached

- Detailed CV
- Copies of Qualification Certificates
- Letters of References

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Signature Date