

National Heritage Fund

Application Form

Please complete this application form in **CAPITAL LETTERS**.
The contents of this application form will be treated as confidential

POSITION

1. Post applied for: _____

PERSONAL INFORMATION

2. Title: Mr. Mrs. Miss

3. Marital Status: Married Single Other: _____

4. Surname: _____

5. Other Name: _____

6. Maiden Name [if applicable]: _____

7. National Identity Card No.:

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8. Residential Address: _____

9. Phone No: Office _____ Home _____ Mobile _____ Email _____

10. Date of birth:

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 11. Age:

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QUALIFICATIONS

12. **Certificate of Primary Education** Year

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Subject English French Mathematics Geography/EVS Oriental Language [_____]

Grade

13. **Secondary Ordinary Level**

State whether Cambridge S.C. or Cambridge G.C.E. or London G.C.E. (Ordinary Level)

Month/Year Exam. Centre No. Index No.

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Subject	Grade

Result: _____ Aggregate: _____

Month/Year Exam. Centre No. Index No.

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Subject	Grade

Result: _____ Aggregate: _____

17. **Diploma Qualifications** [*Below Degree level*]

Name of University/Examining Body: _____ Country: _____

Duration of course/study: From _____ To _____ Part Time Full Time Distance Education

Specify (i) Qualifications obtained _____ Class/Division/Level _____

(ii) Date of result: _____

18. **Degree/Professional Qualifications**

Name of University/Examining Body: _____ Country: _____

Duration of course/study: From _____ To _____ Part Time Full Time Distance Education

Specify (i) qualifications obtained _____ Class/Division/Level _____

(ii) Date of result: _____

19. **Post Degree Qualifications**

Name of University/Examining Body: _____ Country: _____

Duration of course/study: From _____ To _____ Part Time Full Time Distance Education

Specify (i) qualifications obtained _____ Class/Division/Level _____

(ii) Date of result: _____

20. **Other relevant Qualifications**

21. Do you possess a valid driving license for? (If Applicable)
- | | |
|----------------------|--|
| Motorcycle/Autocycle | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Private car | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Van | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Truck | <input type="checkbox"/> Yes <input type="checkbox"/> No |
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Have you had any accident during the past three years? Yes No

22. **Experience and skills relevant to the post applied for**

EMPLOYMENT HISTORY

23. Present Employment

Post held

Temporary/Substantive

Public Service/ Private Sector

Date of Present Appointment

□ □ □ □ □ □ □ □

24. Past Employment (if any)

Post held

Date

From

To

Name and address of employer

25. Have you been the subject of an investigation/enquiry for any offence during the last 10 years?

Yes No If Yes, indicate nature of offence, the outcome and date thereof..

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

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

27. **IMPORTANT – PLEASE READ THE NOTICE OF VACANCY/ADVERTISEMENT CAREFULLY. Incomplete, inadequate or inaccurate filling 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, _____ declare that the particulars in this application are true and accurate and that I have not wilfully suppressed any material fact.

Date: _____