

MINISTRY OF FINANCE

APPLICATION FORM FOR THE POST OF DRIVER

PART A (To be filled in 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 Other:
(Please tick as appropriate)
5. Maiden Name (if applicable):.....
6. Date of Birth: Age:
7. National Identity Card No:
8. Full Residential Address:
(in block letters)
.....
9. Phone No: Office Home Mobile.....
10. Present Post Held:
(whether temporary/substantive)
11. Date of Present Appointment:
12. Posting: (i) Present Ministry/Department:
(ii) Place of work:
13. Present salary per month (Basic): Rs
14. Date joined service:
15. Date of First Appointment:
16. Date transferred to Permanent and Pensionable Establishment:
17. Previous Appointment/Employment held in the Government Service

Appointment	From	To	Ministry/Department

18. Educational Qualifications *(please attach photocopies of certificates)*
- (i) Primary:
- (ii) Other:
19. Type of valid Driving License/s possessed – specify whether manual gear or not
(please attach photocopy of the license/s)
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20. Experience relevant to the post applied for *(attach documentary evidence of experience claimed)*
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21. Have you been on leave without pay while in Government service during the last five years?
- Yes No
- (Please tick as appropriate)*
- If yes, state period and purpose of leave without pay:
- Period: From..... to.....
- Purpose: (Employment etc.).....
22. Have you been subject to disciplinary action during the last ten years?
- Yes No
- (Please tick as appropriate)*
- If Yes, indicate nature of offence and date of outcome.
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- 22(a) Have you ever been prosecuted before a court of law for any offence and subsequently found guilty during the last ten years?
- Yes No
- (Please tick as appropriate)*
- If Yes, please give details
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DECLARATION

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

Date: **Signature of Applicant:**

PART B (To be filled by Ministry/Department where applicant is posted)

(i) Report on applicant:

Conduct:

Work.....

Attendance:

(ii) Does the applicant reckon experience of the duties of the post applied for? Yes No

If Yes, please give details with dates e.g. period of actingship/assignment of duties.

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(iii) Has the 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 yes, please give details

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.....

(iv) Statement of sick leave and unauthorized absences and leave on no pay taken by the applicant:

Year	Record of Sick Leave (No of days)	Record of Unauthorized absences without pay (No of days)
2023		
2024		
2025		
2026 (to date)		

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

.....

Stamp of
Ministry/
Department

Signature:

Name (in full):

Post Held:

Contact No.:.....

Date: