Read carefully the enclosed Notes & Instructions to candidates before filling this form

NATIONAL CHILDREN’S COUNCIL

**Application Form**

OFFICIAL USE

**1. Post Applied for** ………………………………………………………………………………….……...

 ……………………...……….…………………………………………………………………………..

Date of Advertisement/Vacancy Circular…………………………….…………..……….……….…..…

# 2. National Identity No.

**INDEX No.**

Title Mr

Mrs

Miss Ms

Marital Status: Married

Single

Divorced

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 …………………..……….………….…

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Birth |  |  |  |  |  |  | Age |  |  | Place of Birth …………………………………………………………….... |

Nationality………………………….. Certificate No. (*If Naturalised*) ……………………. &Date………………….…………………....

**4. Primary Level**

State whether PSLC, CPE or PSAC

………………………………………………………………

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Month/Year Centre No Index No. Month/Year Centre No. Index No.

Result …………………..

Aggregate.................

Result …………………..

Aggregate.................

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| Subject | Grade |
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# SECONDARY ORDINARY LEVEL

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

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Month/Year Exam. Centre No. Index No. Month/Year Exam. Centre No. Index No.

Result …………………..

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Result …………………..

Aggregate....................

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# SECONDARY ADVANCED LEVEL

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

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Month/Year Exam. Centre No. Index No. Month/Year Exam. Centre No. Index No.

Level- Principal, Subsidiary, Advanced Subsidiary

Result …………………..

Level- Principal, Subsidiary, Advanced Subsidiary

Result …………………..

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| Subject | Level | Grade |
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| Subject | Level | Grade |
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1. **Other Secondary Qualifications** (e*.g Baccalaureat, Matriculation, Secondary & Higher Secondary Certificates from Overseas).*

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Examining Body …………………………………………………………………………………………....

Country…………………………………………………………………… Year ……………………….…

Certificate…………………………………………………………………………………………………...

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| --- | --- | --- | --- | --- |
| Subject | Grade |  | Marks | Percentage |
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Result……………………………. TOTAL ………………………

1. **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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1. **CERTIFICATE/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) Exact qualifications obtained: …………………………………………………………........... Class/Division/Level …………….…….…...

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

**Subjects** (state whether main/subsidiary/major etc where applicable)

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# DEGREE /PROFESSIONAL QUALIFICATIONS

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

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

Specify (i) exact qualification obtained ……………………………………………………........... Class/Division/Level ……….…………....………

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

**Subjects** (state whether main/subsidiary/major etc where applicable)

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# POST DEGREE QUALIFICATIONS

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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1. **Other Qualifications as laid down in the advertisement (***e.g Driving Licence (Specify type), First Aid, IT etc .Specify date)*
2. **Experience and skills relevant to the post applied for** *(Attach documentary evidence)*

# EMPLOYMENT HISTORY

 (i) Present Employment

*Post held Temporary/Substantive/PPE MIN/DEPT/Organisation*

.…………….……………… ………………………………..... …………….……….………………

*Date of Present Appointment Date of Confirmation in the Service Present Salary per month*

*Rs*

|  |
| --- |
| ……………………………. |
| **( Date Month Year)****e.g. 01 01 02** |

(ii) Previous Employment (including Government Service and Parastatal)

Post held Temporary/Substantive Local Authority Date of Appointment

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| ..................................................... | …………………………… | …………………........…...……… | ………....…………….. |

# *(a)* Have you been the subject of an investigation/enquiry for any 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 judgment and sentence – e.g imprisonment, fine, caution

or conditional discharge): -

………………………………………………………………………………………………………….…………………………………………….……

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# Have you ever resigned or retired or been dismissed from the Government Service on any grounds whatsoever?

Answer Yes or No If yes, give details: -

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| **17. *IMPORTANT -*** | **PLEASE READ THE 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, , 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 ………………………………………...