



VACANCY APPLICATION FORM

1.0 Instructions:

- 1.1 Please read the Notice of Vacancy carefully before completing this Form.
- 1.2 Incomplete, inadequate or inaccurate filling of this Form may lead to rejection of your application.
- 1.3 The onus for the submission of equivalence/recognition of qualifications (if applicable) from the relevant authorities rests with the candidates.
- 1.4 Where an item is not applicable, please indicate "NA".
- 1.5 Attach copies of your birth/marriage certificate, educational/professional certificates and documentary evidence of knowledge/experience claimed.
- 1.6 Where space provided is not adequate, please use a blank sheet and attach it herewith.
- 1.7 Should there be any matter not covered by the Application Form that the candidate wishes to be considered with his application, the details must be given on an additional sheet to be annexed thereto.
- 1.8 Only the best qualified candidates will be called for interview.

2.0 POST APPLIED FOR:

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3.0 PERSONAL DETAILS:

National Identity No.

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Title Mr ☐ Mrs ☐ Miss ☐

Marital Status: Married ☐ Single ☐ Other:.....

Surname :
(in block letters).

Other Names :
(in block letters)

Maiden Name (if applicable):

Residential Address:
(in block letters)

Email:

Phone No: Office..... Home..... Mobile.....

Date of Birth

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 Age:

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 Place of Birth.....

Nationality.....Certificate No.(if Naturalised).....& Date.....

4.0 QUALIFICATIONS

4.1 SECONDARY ORDINARY LEVEL

Examining Body:.....

Name and address of College/School:.....

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Certificate obtained: SC ☐ GCE (O) ☐ Other (specify)

Month/Year of Examination:

Subject	1 st Attempt	2 nd Attempt	Subject	1 st Attempt	2 nd Attempt

4.2 SECONDARY ADVANCED LEVEL

Examining Body:.....

Name and address of College/School:.....

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Certificate obtained: HSC ☐ GCE (A) ☐ Other (specify)

Month/Year of Examination:

Main Subject	1 st Attempt	2 nd Attempt	Subsidiary Subject	1 st Attempt	2 nd Attempt
			General Paper		

5.0 TERTIARY/PROFESSIONAL QUALIFICATIONS

Specify Qualifications obtained	Name of Examining Body & Country	Result (Class/Division/Level)	Period

6.0 EXPERIENCE AND SKILLS RELEVANT TO THE POST APPLIED FOR

(To attach documentary evidence)

<div>.....</div> <div>.....</div> <div>.....</div> <div>.....</div> <div>.....</div>

7.0 EMPLOYMENT HISTORY (attach Testimonial)

Current/Most Recent Employment		
Job Title:	Salary:	
Employer's Name	Benefits:	
Address:	From: (dd-mm-yyyy)	To: (dd-mm-yyyy)
Reasons for Leaving:		
Period of Notice required:		
Major responsibilities, duties and any significant contributions:		
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7.1 PREVIOUS EMPLOYMENT HISTORY (attach Testimonials)

Posts (in chronological order)	Date		Name & Address of Employer
	From	To	

8.0 ADDITIONAL INFORMATION:

- (i) Have you ever been prosecuted before a court of law or do you have any case pending in Court?

Yes ☐ No ☐

If yes, give details.

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- (ii) Have you ever resigned or been dismissed or retired from any previous employment on any grounds whatsoever?

Yes ☐ No ☐

If yes, give details.

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- (iii) If selected for the post, when will you be available to start employment?

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9.0 DECLARATION

I,, the undersigned applicant, declare that the particulars given in the application form are, to the best of my knowledge, true and accurate and that I have not willfully suppressed any material fact.

Date:

Signature:

The completed Application Form should be sent (on or before the closing date specified in the advertisement) to:

**The Director,
National Co-operative College (NCC) Council,
Bois Marchand Road,
Terre Rouge**