



## Application Form for Part-time Trainer/Resource Person

### 1.0 PERSONAL PROFILE

- 1.1 Title: Mr/Mrs/Miss (Delete as appropriate)
- 1.2 Surname: .....  
*(in block letters)*
- 1.3 Other Names: .....  
*(in block letters)*
- 1.4 Maiden Name (if applicable): .....
- 1.5 Marital Status: Married  Single  Other
- 1.6 Residential Address: .....  
*(in block letters)*  
.....
- 1.7 Date of Birth: ..... Age: ..... years
- 1.8 National Identity No.: ..... **(Attached copy of ID)**
- 1.9 Nationality: .....
- 1.10 Phone No.: .....  
Home: .....  
Mobile.: .....  
E-mail address: .....

### 2.0 QUALIFICATIONS

#### **SECONDARY ORDINARY LEVEL**

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

Month/Year	Exam. Centre No.	Index No.
_ _ _ _	_ _ _ _ _	_ _ _ _
Subject		Grade
<b>Result.....</b>		<b>Aggregate.....</b>

Month/Year	Exam. Centre No.	Index No.
_ _ _ _	_ _ _ _ _	_ _ _ _
Subject		Grade
<b>Result.....</b>		<b>Aggregate.....</b>

**2.1 SECONDARY ADVANCED LEVEL**

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

.....			.....		
Month/Year	Exam. Centre No.	Index No.	Month/Year	Exam. Centre No.	Index No.
_ _ _ _	_ _ _ _	_ _ _ _	_ _ _ _	_ _ _ _	_ _ _ _
<b>Subject</b>	<b>Level</b>	<b>Grade</b>	<b>Subject</b>	<b>Level</b>	<b>Grade</b>
Level – Principal, Subsidiary, Advanced Subsidiary			Level – Principal, Subsidiary, Advanced Subsidiary		
<b>Result</b> .....			<b>Result</b> .....		

**2.2 Other Secondary Qualifications (Academic, Technical, Professional)**

**Note:** Attach photocopies of marksheets/result slips and equivalence of certificates (if available)

Examining Body.....  
 Country..... Year.....  
 Certificate.....

Subject	Grade
<b>Result</b> .....	

Marks	Percentage
<b>TOTAL</b> .....	

**2.3 TECHNICAL AND VOCATIONAL QUALIFICATIONS**

Name of University/Examining Body..... Country.....  
 Duration of course/study: From..... To ..... Part Time  Full Time  Distance Education   
 Specify (i) exact qualifications obtained.....  
 (ii) Date of result: ..... Class/Division/Level .....

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


**2.4 DIPLOMA QUALIFICATIONS** (Below Degree Level) (Attach photocopies of marksheets)

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

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

Specify (i) exact qualifications obtained.....

(ii) Date of result: ..... Class/Division/Level.....

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


**2.5 DEGREE/PROFESSIONAL QUALIFICATIONS** (Attach photocopies of marksheets)

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

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

Specify (i) exact qualifications obtained.....

(ii) Date of result: ..... Class/Division/Level.....

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


**2.6 POST DEGREE QUALIFICATIONS** (Attach photocopies of marksheets)

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

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

Specify (i) exact qualifications obtained.....

(ii) Date of result: ..... Class/Division/Level.....

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


**2.7 Other Qualifications as laid down in the advertisement** (e.g. Driving License (Specify type), First Aid, IT etc. Specify date)

**3.0 Experience and skills relevant to the post applied for** (Attach documentary evidence)

**4.0 EMPLOYMENT HISTORY**

**4.1 (i) Present Employment in the Government Service**

Post held	Temporary/Substantive	Min./Dept.																																										
.....																																												
Date of Present Appointment	Date of Confirmation in the Service	Present Salary per month (Rs)																																										
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**4.2 Previous Employment in the Government Service**

Post held	Temporary/Substantive	Min./Dept.	Date of Appointment
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**5.0 If on leave without pay whilst in government service during the last five years state:**

Period on leave: From..... To ..... Purpose (study, employment etc.....)  
 Give details if applicable: (Organisation, Post held etc).

**6.0 EMPLOYMENT OTHER THAN IN THE GOVERNMENT SERVICE**

<u>Post/s</u>	<u>Date</u>		<u>Name and address of employer</u>
	<u>From</u>	<u>To</u>	
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**7.0 (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.  
.....  
.....  
.....  
.....

**(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): -  
.....  
.....  
.....  
.....

**8.0 Have you ever resigned or retired or been dismissed from the Public Service on any grounds whatsoever?**

Answer Yes or No ..... If yes, give details: -  
.....  
.....  
.....  
.....  
.....

**9.0 I certify that:**

- (i) **\*I am/am not working on a full-time basis.**
- (ii) **Photocopies of Birth/Marriage Certificates, Academic and Professional Qualifications are enclosed.**

**\*Delete as appropriate**

**10. 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 given in the application are to the best of my knowledge true and accurate and that I have not willfully suppressed any material fact.

**Date**.....

**Signature** .....

**Please return your completed application form to:**

**The Director,  
National Co-operative College (NCC),  
Bois Marchand Road,  
Terre Rouge, 21416.**

**Instructions:**

- i. Incomplete, inadequate or inaccurate filling of this Form may lead to rejection of your application.
- ii. Attach copies of your birth/marriage certificate, educational/professional certificates and documentary evidence of knowledge/experience claimed. **Originals to be produced when required.**
- iii. Where space provided is not adequate, please use a blank sheet and attach it herewith.
- iv. The post applied for should be clearly marked on the top left-hand corner of the envelope.
- v. Applications not made on the prescribed form **will not** be accepted.