

APPLICATION FOR PROMOTION IN THE PUBLIC SERVICE

1. Position Desired

2. Family Name **First Name** **Middle Name** **Maiden Name, if any**

3. Present Address (Residents)

4. Date of Birth

Day Month Year

5. Sex

Male ☐
 Female ☐

6. Marital Status

Single ☐ Separated ☐
 Divorced ☐ Married ☐
 Widow(er) ☐

7. Nationality

8. Substantive post and salary Range

Ministry/Department

9. If not performing in substantive post, state whether:

Acting ☐ Assigned ☐ Seconded ☐

Posting and salary Range

Ministry/Department

10. Education/Training and Qualification (include non examination of non certificate courses taken)

Schools/Institutions
 Attended

Date of

Entry

Leaving

Relevant training courses taken, Examination passed,
 Degree/Diploma/Certificate obtained
 (detail subjects, grades and dates obtained)

11. Experience (in chronological order)

Post

Organisation, Ministry
 or Department

From

TO

Duties (describe briefly)

12. Other relevant information

Date

Signature.....

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Name of Applicant:

13. Comments of Head of Division

Date..... Signature..... Post.....

14. Comments of Permanent Secretary

(a) State whether officer could be released immediately on selection for acting appointment or promotion

(b) State the period covered by the last Staff Report submitted to the Director of Personnel Administration on this officer's work and conduct

(c) State whether any disciplinary action is taken or contemplated against this officer? If yes, give details

(d) Other comments (if any)

Date..... Signature..... Post.....