



HUMAN RESOURCE DEVELOPMENT COUNCIL

APPLICATION FOR APPOINTMENT

1.	POST APPLIED FOR	DATE OF ADVERTISEMENT		FOR OFFICIAL USE ONLY REF NO.		
2.	SURNAME (in block letters)	MAIDEN NAME (if applicable)	SINGLE OR MARRIED			
	OTHER NAMES (in block letters)	MALE OR FEMALE				
3. Email Address:						
4.	FULL RESIDENTIAL ADDRESS (in block letters)		TELEPHONE NO.	Acknowledged on		
			Home:	Initials		
			Mobile:			
			Office:			
5.	DATE OF BIRTH	AGE	PLACE OF BIRTH	NATIONALITY		
6. SECONDARY INSTITUTIONS ATTENDED:						
7.	DETAILED RESULTS OF CAMBRIDGE SCHOOL CERTIFICATE		DETAILED RESULTS OF LONDON GENERAL CERTIFICATE OF EDUCATION (O LEVEL)			
	YEAR	EXAMINATION CENTRE	INDEX	YEAR	EXAMINATION CENTRE	INDEX
	No.	No.	No.	No.
			JAN OR JUNE			
	SUBJECT	GRADE		SUBJECT	GRADE	
	
	
	
	
	
	
	
	
	
	
	
	
SC:			AGGREGATE:			

8. DETAILED RESULTS OF HIGHER SCHOOL CERTIFICATE

YEAR	EXAMINATION CENTRE	INDEX
.....	No.	No.

SUBJECT PASSED

PRINCIPAL LEVEL	GRADE	SUBSIDIARY LEVEL	GRADE
.....
.....
.....

DETAILED RESULTS OF LONDON GENERAL CERTIFICATE OF EDUCATION (A LEVEL)

YEAR	EXAMINATION CENTRE	INDEX
.....	No.	No.

JAN OR JUNE

ADVANCED LEVEL	"O" LEVEL	GRADE
.....
.....
.....

GENERAL PAPER: HSC RESULT:

9. OTHER QUALIFICATIONS (ACADEMIC/PROFESSIONAL AND TECHNICAL)

Qualification and Date Obtained	Class/ Division	Examination Institution	Date		Subject/s taken
			From	To	

(Please attach statement if necessary)

10. SPECIAL/POSTGRADUATE QUALIFICATIONS AND EXPERIENCE AS LAID DOWN IN THE ADVERTISEMENT. (State here to what extent you hold such qualification/experience).

(Please attach statement if necessary)

11. STATE LANGUAGES SPOKEN AND/OR WRITTEN:

12. EMPLOYMENT/APPOINTMENT

(a) PRESENT EMPLOYMENT (POST OCCUPIED)	ORGANISATION ADDRESS/TEL NO.	DATE OF PRESENT EMPLOYMENT/APPT	PRESENT SALARY Rs:..... SALARY SCALE:	
(b) PREVIOUS EMPLOYMENT [POST(S) OCCUPIED]	ORGANISATION	NATURE OF WORK	FROM	TO

(Please attach statement if necessary)

13. Have you ever been convicted of any criminal offence? Yes/No.

14. Have you ever resigned or been dismissed or discharged from the service of any employer? Yes/No.

If the answer to item(s) 13 and/or 14 is yes, please give details in an attached statement.

15. REFERENCES: LIST TWO PERSONS NOT RELATED TO YOU BY BLOOD OR MARRIAGE, WHO ARE FAMILIAR WITH YOUR CHARACTER AND QUALIFICATIONS.

(a) NAME:	(b) NAME:
PROFESSION:	PROFESSION:
ADDRESS:	ADDRESS:
TEL. (OFFICE):	TEL. (OFFICE):

NB. PLEASE READ THE ADVERTISEMENT CAREFULLY: Incomplete, inadequate or inaccurate filling of the application form may cause your elimination from consideration. It is an offence to give false information or to conceal any information on this form.

Please attach photocopies of birth certificate, NID Card, examination certificate and any other papers.

ORIGINALS TO BE PRODUCED WHEN REQUESTED.

I declare that the particulars in this application and in the sheets attached thereto, are true to the best of my knowledge and belief and that I have not willfully suppressed any material fact.

Date:

Signature of Applicant