

**APPLICATION FOR THE POST OF DRIVER (on roster)**

**Section A (To be filled in by Applicant)**

1. Surname (in block letters): .....
2. Other Names (in block letters): .....
3. Date of Birth: ..... 4. National Identity No:.....
5. Residential Address (in block letters): .....  
.....
6. Tel (Office): ..... Tel (Residence): .....(Mobile) .....
7. Date joined service: ..... as .....
8. Date of first appointment: .....
9. Date transferred on Permanent and Pensionable Establishment: .....
10. Present post held: .....
11. Date of Appointment to present post: .....
12. Posting: (i) Present Ministry/Department: .....  
(ii) Place of Work: .....
13. Present salary (Basic): .....
14. Educational Qualifications (Please attach photocopy of certificates):  
.....
15. Type of valid Driving Licence/s possessed – specify whether manual gear or not (please attach photocopy of the licence/s)  
.....
16. Experience relevant to the post applied for (Documentary evidence to be attached):  
.....

Date: .....

.....  
Signature of Applicant

**Section B (To be filled in by the Ministry/Department concerned)**

<b>(i) Record of sick leave</b>	<b>Record of unauthorised absence</b>
2015: .....	2015: .....
2016: .....	2016: .....
2017: .....	2017: .....
2018 (to date): .....	2018 (to date): .....

**(ii) Report on Applicant:**  
Work: ..... Conduct:.....  
Attendance: .....

**(iii) Whether officer has been subject to disciplinary action during the last ten years.  
If in the affirmative, please give details:**  
.....  
.....

**(iv) I certify that particulars given by Applicant in Section A have been verified and found correct, except:**  
.....  
.....

**(v) Comments, if any, on experience claimed by Applicant and any other remarks.**  
.....  
.....

Date: .....  
.....  
(Signature of Officer)

Stamp of  
Ministry/Department

Name (in full): .....  
Post held: .....  
Contact No. ....