156043

PUBLIC SERVICE OF NAMIBIA

APPLICATION FOR EMPLOYMENT

PLEASE NOTE:	1. This form must be completed by the applicant in full except where it is not applicable. 2. Curriculum Vitae must be attached by all applicants. 3. All applicants must attach certified copies of educational certificates and identification documents.4. The Health Questionnaire must be completed in full and attached to this form. 5. Mark with an "X" where appropriate. 6. Applicants must use one application form for each position applied for. ***Failure to comply with the above mentioned requirements, will result in immediate disqualification.***

A. EMPLOYMENT DESIRED

1. Position applied for: .... 3. Duty station:	2. Office/Ministry/Agency/Regional Council in order of preference: .... 4. When can you assume duty? ..... 5. If post has been advertised, Reference: Advertised in..... Date.....

B. PERSONAL PARTICULARS

1.a) Surname (in block letters) b) (maiden name if applicable) (in block letters)		9. Gender/Marital Status
2. First names (in block letters)		(i) Male (ii) Female (iii) Married (iv) Single
3. Namibian Identity Number: ☐☐☐☐☐☐☐☐☐☐☐☐☐	4. Date of birth:	
5. Passport No.: ..... Citizenship:	6. Work Permit No.:..... (If applicable)	
7. Postal Address:	8. Residential Address:	

10. Contact details. :
Home No.: .....Mobile No.:..... Work No.: ..... Fax no.....
Email:..... Fax2mail:.....
Name of alternative contact person:..... Telephone/Mobile No:.....

11. Are you a person with disability? Yes ☐ No ☐ yes, provide details under Part. C of the Health questionnaire)

12. Additional information

12. 1 Have you ever been convicted of a criminal offense?	No	Yes
12. 2 Is a criminal or any other case pending against you?	No	Yes
12. 3 Have you ever been dismissed from employment?	No	Yes
12.4 Have you ever been boarded on medical grounds?	No	Yes

If yes in any of these, furnish full particulars on a separate sheet.

C. CURRENT EMPLOYMENT PARTICULARS (Applicants in the Public Service only)

1. Office/Ministry/Agency/Regional Council:..... 2. Duty Station:.....
3. Job Designation: ..... 4. Grade:.....
5. Date of Appointment in current post (dd-mm- yyyy).....
6. Scale of salary:..... 7. Salary notch:.....
8. Is your probation in the current post confirmed? Yes ☐ No ☐ If yes, attach the confirmation letter.

D. LANGUAGE PROFICIENCY

	State "good", "fair", "poor" in the appropriate spaces Other (Specify)					
	English					
Speak						
Read						
Write						

E. QUALIFICATIONS (1. Attach relevant documents 2.All foreign qualifications must be evaluated by Namibia Qualifications Authority (NQA))

1. Name of educational institute or and centre	Certificates and/or diplomas obtained	**ALL SUBJECTS. Underline major subjects**. In the case of typing and shorthand, state language as speed	Month and year obtained
1.1 School	State highest qualification only	....	
1.2 Universities, Colleges and other institutions	State all qualifications	....	
2. State field of further study (if any):			
3. Number of years apprenticeship successfully completed:	Agreement No:	Institution:	
4. If your profession or occupation requires statutory registration, state date and particulars of registration:			

F. EXPERIENCE

Employer	Post held	From			To			Reason for Change
		Day	Month	Year	Day	Month	Year	
.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....

G. CONTRACTUAL OBLIGATIONS

Do you have any contractual obligations, i.e. study, bursaries, etc.? (If so, describe)

.....

H. DECLARATION

I do hereby declare that the above particulars are complete and correct and I have not withheld any required information.

....

Signature Date

NOTE: A false declaration will disqualify your application or may lead to your discharge if discovered after your appointment

FOR OFFICIAL USE

Particulars in B1 to 6, certified correct.

....

Signature Rank Date