

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

**11. Experience (in chronological order)**

Post	Organisation, Ministry or Department	From	TO	Duties (describe briefly)

**12. Other relevant information**

Date .....

Signature.....

**FOR OFFICIAL USE ONLY**

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.....