

TO: Permanent Secretary,
Cabinet Personnel,
P.O. Box 527,
Maseru 100,
Lesotho

APPLICATION FOR FIRST APPOINTMENT

1. I have read the notes at the end of this form and in accordance with rule 3-13(1) of the Public Service Commission Rules 1970, I apply for appointment as.....
2. SURNAME (IN CAPITAL LETTERS)
3. OTHER NAMES (IN CAPITAL LETTERS).....
4. PRESENT ADDRESS
5. DATE OF BIRTHAGE.....SEX.....
6. PLACE OF BIRTH
7. ARE YOU A CITIZEN OF LESOTHO?.....
8. (i) If you were born in Lesotho, please state:
Name of ChiefDistrict.....
Your tax identity No.
- (ii) If you are a Citizen by registration or naturalisation, please state number and date of certificate of registration/naturalisation:
Certificate No.Date of issue
9. PRESENT NATIONALITY
(If you are NOT a Citizen of Lesotho)
10. PARTICULARS OF FATHER (i) NAME.....
(ii) PLACE OF BIRTH
- (iii) OCCUPATION
- (iv) ADDRESS
- (If deceased question (i) to (iv) should still be answered)
11. MARRIED, SINGLE, WIDOWER OR WIDOW
12. NAME AND NATIONALITY OF HUSBAND/WIFE
13. HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENCE
(ANYWHERE)

.....
14. HAVE YOU EVER BEEN DISMISSED FROM THE SERVICE, OF ANY
EMPLOYMENT?

If so, give details

.....
15. SCHOOLS ATTENDED, WITH DATES OF ENTRY AND LEAVING,
NAME OF SCHOOL DATE OF ENTRY DATE OF LEAVING

EXAMINATION PASSED

Junior Certificate Class) Date:.....

Date:

Date:

Date:

Date:

SUBJECTS PASSED AND GRADE

17. UNIVERSITY (OR OTHER POST SECONDARY INSTITUTION) WITH
DATES OF ENTRY AND LEAVING, AND ACADEMIC OR
PROFESSIONAL QUALIFICATIONS OBTAINED
NAME OF INSTITUTION DATE OF ENTRY DATE OF LEAVING

QUALIFICATIONS OBTAINED (with dates)

18. ANY ADDITIONAL RECOGNISED QUALIFICATIONS POSSESSED
AND DATES OBTAINED (Notes – Applicants for Secretarial appointments

Should please insert short-hand and typing speeds.)

19. DETAILS OF PRESENT AND PREVIOUS EMPLOYMENT. This record should contain: a record of each job held, and cover the whole period since completing school or training, up to the present. (Attached copies of testimonial, *not originals*)

Key to item – (1) Name and address of employer;

(2) Capacity in which employed;

(3) Nature of duties including any special responsibilities;

(4) Dates of beginning and ending of employment;

(5) Salary;

(6) Reasons for leaving (Where applicable);

(7) Period, of notice you would need to give your present employer.

A. (1).....

(2)

(3).....

.....

.....

(4) (a)(b)

(5)

(6)

(7)

B. (1).....

(2)

(3).....

.....

.....

(4) (a)(b)

(5)

(6)

(7)

C. (1).....

(2)
(3).....
.....
.....

(4) (a)(b)
(5)
(6)
(7)

D. (1).....
(2)
(3).....
.....
.....

(4) (a)(b)
(5)
(6)
(7)

E. (1).....
(2)
(3).....
.....
.....

(4) (a)(b)
(5)
(6)
(7)

20. PERSONAL REFERENCES Give names and addresses of two responsible persons who know you well, either in private life or in business. Do not send testimonials from these persons.)

(1) Name
Address
.....

.....
Occupation

Period of knowing you.....

(2) Name

Address

.....

.....

Occupation

Period of knowing you.....

Date Signed

NOTES:-

1. It is an offence to give false information.
2. The application should be completed in applicant's own handwriting.
3. Do not enclose originals of certificates or testimonials, but send certified or Photostat copies only.
4. If you are invited for interview by the Commission, bring the originals of your certificates and testimonials with you but make sure that they are returned to you before you leave.
5. If you do not receive an acknowledgement of this form within a reasonable time, please enquire from the addressee.