

## MINISTRY OF YOUTH AND SPORTS

### APPLICATION FOR THE POST OF STORES ATTENDANT

#### **PART A (To be filled in by the Applicant)**

1. Title: Mr  Mrs  Miss  Ms   
(Please tick as appropriate)
2. Marital Status: Married  Single  Other.....  
(Please tick as appropriate)
3. Surname: .....  
(In block letters)
4. Other Names: .....  
(In block letters)
- Maiden Name (if applicable):.....
5. Date of Birth: .....
6. National Identity Card No: .....
7. Residential Address: .....  
(In block letters)  
.....
8. Telephone No: Office..... Home..... Mobile.....
9. Present post held: .....  
(whether temporary/substantive)
10. Date of Present Appointment: .....
11. Posting:.....
12. Date joined service : .....
13. Date of 1st Appointment: .....
14. Date transferred to Permanent and Pensionable Establishment: .....
15. Previous appointment held in the Government Service.

Appointment	From	To	Ministry/Department

16. Academic Qualifications **(Please attach copy of Educational Qualifications)**

(i) Primary : .....

(ii) Secondary : .....

(iii) Other : .....

17. Present Salary per month : Rs .....

18. Experience relevant to the post applied for (attach documentary evidence of experience claimed)

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.....

19(a) Have you been the subject of a disciplinary action during the last 5 years?

Yes  No

*(Please tick as appropriate)*

If Yes, indicate nature of offence and date of outcome.

.....

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19(b) Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty during the last 10 years?

Yes  No

*(Please tick as appropriate)*

if Yes, give details (court, charge, date of judgement and sentence – eg. Imprisonment, fine, caution or conditional discharge) :-

### DECLARATION

I, ....., the undersigned applicant, declare that the particulars in this application are true and accurate.

Date : ..... Signature of Applicant : .....

**PART B (To be filled in by the Officer in Charge of the Youth Centre/Sports Complex/Foreman concerned)**

(i) Report on applicant:

**Conduct:** .....

**Work:** .....

**Attendance** .....

**Reliability** .....

**Trustworthiness** .....

(ii) Comments, if any, on experience claimed and any other remarks.

.....

Date: .....

Signature of Officer in Charge .....

Name (in full): .....

Designation: .....

Centre/Complex/Unit: .....

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**PART C (To be filled by the Human Resource Section)**

1. I certify that the particulars given in Part A above are correct in respect of the following items:

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2. Has applicant been subject to disciplinary action during the last five years? Yes/No.  
If yes, please give details.

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3. Comments on experience claimed.

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Record of Sick Leave

Record of unauthorised absence

2015: .....

2015 .....

2016 .....

2016 .....

2017 (to date): .....

2017(to date): .....

Date: .....

Signature of Officer .....

Name (in full): .....

Designation: .....