



Application Form

Post Applied for: ACCOUNTS CLERK

NOV 2022

Section A : Personal details (Block letters)

1. Title :..... Surname :

Other name:

Maiden name(if applicable):.....

2. Marital Status : Married Single Other Please specify:.....

3. National Identity card Number :.....

4. Residential Address:

.....

.....

5. Phone No:

Office : Home Mobile

6. Email address:.....

7. Nationality:.....

Section B : Academic qualifications

1. Secondary Ordinary Level Institution attended:.....

State whether Cambridge S.C , Cambridge G.C.E or London General Certificate of Education (Ordinary level)

.....

Year :.....

Year:.....

| Subject | Grade | Subject | Grade |
|---------|-------|---------|-------|
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Result: Aggregate :..... Result:..... Aggregate :.....

2. Secondary Advanced Level

Institution attended:.....

State whether Cambridge H.S.C , Cambridge G.C.E or London General Certificate of Education (Advanced level)

.....

Year:

Year:

| Principal Subject | Grade | Principal Subject | Grade |
|--------------------|-------|--------------------|-------|
| | | | |
| | | | |
| | | | |
| Subsidiary subject | Grade | Subsidiary subject | Grade |
| | | | |
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3. Tertiary Qualifications (In chronological order)

| Name of Institution and Country | Attended from /to | | Qualification obtained |
|---------------------------------|-------------------|----------|------------------------|
| | Month/Yr | Month/Yr | |
| | | | |
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4. Professional and other Technical and other qualifications

| Name of Institution and Country | Attended from /to | | Qualification obtained |
|---------------------------------|-------------------|----------|------------------------|
| | Month/Yr | Month/Yr | |
| | | | |
| | | | |
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Section C: Employment History

1. Present Post

Name of Employer :

Position held:

From :

To :

Description of your duties:

2: Previous Post -1

Name of Employer :

Position held:

From :

To :

Description of your duties:

Previous Post -2

| | |
|--------------------|----------------|
| Name of Employer : | Position held: |
|--------------------|----------------|

| | |
|--------|------|
| From : | To : |
|--------|------|

Description of your duties:

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You may wish to use the last page for submitting additional information on previous employments.

Section D: General Information.

1. References : Provide names of two referees.

| Name | Contact No. | Occupation |
|------|-------------|------------|
| 1 | | |
| 2 | | |

Section E: Disclosure

1. Have you been subject to any investigation /enquiry for any offence during the last 10 years?

Yes No

If Yes, please specify :

.....

.....

2. Have you ever been dismissed from any previous employment? Yes No

If Yes, please specify :

.....

.....

3. I certify that the information contained above is correct, and complete to the best of my knowledge and belief. In completing this form, I understand that if I wilfully give false information or withhold information it will automatically disqualify my application.

Date:

Signature:.....

Thank you. Please note that only shortlisted applicants will be contacted.