# **MINISTRY OF HEALTH AND WELLNESS**

# Application Form for the Post of Laundry Attendant (on roster)

## **SECTION A** (to be filled in by Applicant)

1.	Post applied for:				
2.	Date of advertisement:				
3.	Title: Mr Miss (Tick as appropriate)				
4.	Surname (in block letters):				
5.	Other names:				
6.	Maiden Name (if applicable):				
7.	Date of Birth:				
8.	<u>Age:</u>				
9.	National Identity No.:				
10.	Telephone No.: Res:				
	Mobile:				
11.	Residential Address (in block letters):				
12.	Place of work:				
13.	Date joined service: as				
14.	Date transferred to Permanent and Pensionable Establishment:				
15.	Present Job Title:				
16.	Date of Present Appointment:				

17. **Previous Appointment held in the Government Service and Capacity:** 

Appointment	From	То	Ministry/Department

#### 18. Educational Qualifications:

#### (a) **Detailed Results**

C.P.E/PS Year		School Certificate Year		GCE 'O' Level Year	
Subjects	Grade	Subjects	Grade	Subjects	Grade

*Note*: *Please attach copies of birth and educational certificates.* 

19. Type of Valid Driving Licence/s possessed – specify (please attach photocopy of the Licence/s) whether manual gear or not.

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# 20. <u>Any experience relevant to the post applied for (attach documentary evidence of experience claimed):</u>

.....

- 21. (a) Have you been the subject of an investigation/enquiry for any offence during the last 10 years?

Answer Yes or No .....

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

.....

(b)	Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty during the last 10 years?				
	Answer Yes or No If Yes, give details (court, charge, date of judgement and sentence – e.g imprisonment, fine, caution or conditional discharge):-				
Date:.					
			Signature of Applicant		
	(to be filled in by	SECTION B Head of Division/Section/Un	iit concerned)		
(i)	Record of sick leave during the following years:				
	2021:	2022:	2023:		
	Record of unauthorised absenc	e during the following years	:		
	2021:	2022:	2023:		
( <b>ii</b> )	Report on applicant:				
	Work: Co	nduct:Att	tendance:		
(iii)	) Comments, if any, on experience claimed and any other remarks:				
Date:.			Signature		
		Name (in full):			
		Post Held:			

Stamp of Ministry

#### **SECTION C**

### (to be filled by an officer not below the rank of Human Resource Executive in the Human Resource Section of the Regional Hospitals where the applicant is posted)

(i) Whether officer has been subject to disciplinary action for the past ten years. If in the affirmative, please give details:

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(ii) Whether the officer was / or is subject to police enquiry for any offence. If in the affirmative, please give details:

.....

(iii) Overall Score of Performance obtained according to the Performance Appraisal Form during the past 3 years:

Year	Rating	Year	Rating	Year	Rating
2021/2022		2022/2023		2023/2024	

I certify that particulars under Section A, B and C have been verified and found correct.

Date:....

.....

Signature

Name (in full):

Designation:

Stamp of Ministry