

MANUFACTURING SECTOR WORKERS WELFARE FUND

APPLICATION FOR APPOINTMENT

1. Post applied for _____ Date of Advertisement/Vacancy Circular _____

2. National Identity No. _____

Marital Status: Married/Single _____ Title: Mr Mrs Miss

Surname:(in block letters)

Other Names: (in block letters)

Maiden Name (if applicable):

3. Residential Address:
 (in block letters)

Home Telephone No: Office Telephone No:

Date of Birth: Age:..... Place of Birth:

Nationality: Certificate No. (If Naturalised) & Date.....

QUALIFICATIONS

4. **PRIMARY LEVEL**

Certificate of Primary Education Examination Year:

Subject/Grade: English French Mathematics Geography/EVS

Oriental Language (.....)

5. **SECONDARY ORDINARY LEVEL**

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

<i>Month/Year</i>	<i>Exam Centre No.</i>	<i>Index No.</i>	<i>Month/Year</i>	<i>Exam Centre No.</i>	<i>Index No.</i>
.....
<i>Subject</i>		<i>Grade</i>		<i>Subject</i>	
.....		
.....		
.....		
.....		
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.....		

Result..... Aggregate..... *Result..... Aggregate.....*

P.T.O.

6. SECONDARY ADVANCED LEVEL

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

<i>Month/Year</i>	<i>Exam Centre No.</i>	<i>Index No.</i>	<i>Month/Year</i>	<i>Exam Centre No.</i>	<i>Index No.</i>
<i>Principal Subject</i>		<i>Grade</i>	<i>Advanced Level</i>		<i>Grade</i>
.....
.....
.....
<i>Subsidiary Subject</i>		<i>Grade</i>	<i>Ordinary Level</i>		
<i>Grade</i>					
.....
.....
<i>General Paper</i>					
<i>Result</i>					

7. OTHER SECONDARY QUALIFICATIONS (e.g. Baccalaureat, Matriculation, Secondary & Higher Secondary Certificates from India, Pakistan, etc. (Attach copies of marksheets/result slips))

Examining Body

Country *Year*

Certificate.....

<i>Subject</i>	<i>Grade</i>	<i>Marks</i>	<i>Percentage</i>
.....
.....
.....
.....
.....
.....
.....
.....
<i>Result</i>		<i>Total</i>	

8. TECHNICAL AND VOCATIONAL QUALIFICATIONS (e.g. Typing and Shorthand, B.A.P., Technician Certificate, etc.)

Name of University/Examining Body *Country*.....

Specify exact qualifications obtained..... *Class/Division/Level*.....

Duration of course/study: From..... *To*

<i>Subjects</i>	<i>Subjects</i>
.....
.....
.....

9. **DIPLOMA QUALIFICATIONS** (Below Degree Level)

Name of University/Examining BodyCountry.....

Specify exact qualifications obtained.....Class/Division/Level.....

Duration of course/study: From.....To

Subjects

Subjects

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10. **DEGREE/PROFESSIONAL QUALIFICATIONS**

Name of University/Examining BodyCountry.....

Specify exact qualifications obtained.....Class/Division/Level.....

Duration of course/study: From.....To

Main Subjects

Subsidiary Subjects

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.....
.....

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11. **POST DEGREE QUALIFICATIONS**

Name of University/Examining BodyCountry.....

Specify exact qualifications obtained.....Class/Division/Level.....

Duration of course/study: From.....To

Subject

Subject

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.....
.....

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.....

12. **Other Qualifications as laid down in the advertisement** (e.g. Driving Licence, First Aid, etc.)

13. **Experience and skills relevant to the post applied for** (Attach Documentary Evidence)

P.T.O

EMPLOYMENT HISTORY

14.1 In the GOVERNMENT SERVICE

(i) Present Employment

Post Held	Temporary/Substantive	Min/Dept.
.....
Date of appointment	Date of confirmation in the service	Present Salary per month (Rs)
.....

(ii) Previous Employment

Post Held	Temporary/Substantive	Min/Dept.
.....
.....
.....

14.2 Other than GOVERNMENT SERVICE (including Parastatals)

Post/s	Date		Name and address of Employer
	From	To	
.....
.....
.....

15. (a) Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty?

Answer YES or NO..... if yes, give details (court, charge, date, sentence - e.g. prison, fine, caution or conditional discharge):-

.....

(b) Have you ever resigned or been dismissed or retired from the Public Service on any grounds whatsoever?

Answer YES or NO..... if yes, give details:-

.....

16. IMPORTANT- PLEASE READ THE ADVERTISEMENT CAREFULLY: Incomplete, inadequate or inaccurate filling of the form may cause the applicant's elimination from consideration. It is an offence to give false information or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.

DECLARATION

I,, the undersigned applicant, declare that the particulars in this application are true and accurate and that I have not wilfully suppressed any material fact.

Date:

Signature:

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NOTES AND INSTRUCTIONS TO CANDIDATES

1. Incomplete, inadequate or inaccurate filling of the Application Form cause a candidate's elimination. It is an offence to give information which is false or to conceal any relevant information. This may lead to an application being rejected or if a candidate has already been appointed to the termination of his appointment.
2. It is very important for the candidate to indicate his/ her National Identity Card Number in the space provided at item 2 of the Application form.
3. The Application Form should be completed in the candidate's own *handwriting* and forwarded to the General Manager, Manufacturing Sector Workers Welfare Fund, 1st Floor Mangalkhan Multi Service Complex, Floreal.
4. Qualifications obtained *after* the closing date for the submission of applications as specified in the advertisement *will not* be accepted. Only qualified persons should apply.
5. Applications not made on the prescribed form *will not* be accepted.
6. Applications received *after* the closing date and time mentioned in the advertisement will not be accepted. The onus for the prompt submission of applications so that they reach the General Manager of the Manufacturing Sector Workers Welfare Fund in time lies solely on applicants.
7. If a candidate is employed by Government, the application form should be completed in duplicate and the duplicate forwarded through his Supervising Officer.
8. The post applied for should be clearly marked on the top left hand corner of the envelope.
9. The completed form should contain full details regarding previous experience, qualifications and any other factors which would qualify the candidate to carry out the duties of the post applied for documentary evidence and a statement of relevant particulars, e.g job description and content, dates and employer's certificate should be attached with the Application Form.
10. Should there be any matter not covered by the Application Form that the candidate wishes to be considered with his application, the details must be given on an additional sheet to be annexed thereto.
11. Birth certificate, school leaving certificate, examination certificates, testimonials or any other papers should not be sent with the Application Form unless specified otherwise, but these should be readily available and produced when requested.
12. A candidate should *immediately* inform the Manufacturing Sector Workers Welfare Fund about any change of address.
13. The Manufacturing Sector Workers Welfare Fund Board reserves the right to convene *only* the best qualified candidates for interview, to reject any application without giving any reason and not to make any appointment following this advertisement.