

APPLICATION FORM
POST OF SURVEILLANT
AT THE LOCAL GOVERNMENT SERVICE COMMISSION

PART A (To be filled 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)
5. Date of Birth:
6. National Identity Card No:
7. Full Residential Address:
(In block letters)
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8. Phone No: Office Home Mobile.....
9. Present Post Held:
(whether temporary/substantive)
10. Date of Present Appointment:
11. Posting: (i) Present Ministry/Department:
(ii) Place of work:
12. Date joined service:
13. Date of 1st Appointment:
14. Date transferred to Permanent and Pensionable Establishment:
15. Present salary per month (Basic): Rs
16. Previous Employment in the Government Service

Post held	Temporary/Substantive	Ministry/Department	Date of Appointment

17 Examinations passed (please attach photocopies of certificates)

(i) Primary:

(ii) Other:

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

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19. Have you been the subject of an investigation/enquiry for any offence during the last 10 years?

Yes ☐ No ☐

(Please tick as appropriate)

If yes, indicate nature of offence and date of outcome:

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20. 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):

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21. Have you ever resigned or retired or been dismissed from the Public Service on any grounds whatsoever?

Yes ☐ No ☐

(Please tick as appropriate)

If yes, give details:

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DECLARATION

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

Date: Signature of Applicant:

PART B (To be filled by the Head of Division/Section/Unit of the Ministry/Department concerned)

(i) Report on applicant:

Conduct:

Work:

Attendance:

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

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Signature:

Name (in full):

Post Held:

Date:

PART C (to be filled by the HR Section of the Ministry/Department where applicant is posted)

(i) Has applicant been subject to any disciplinary action during the last 10 years or subject to any prosecution before a court of law for any offence? Yes/No

If yes, please give details

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(ii) Statement of sick leave and unauthorized absences without pay taken by applicant.

Record of Sick Leave:

Record of unauthorized absence

2022:.....

2022:.....

2023:.....

2023:.....

2024:.....

2024:.....

2025 (to date).....

2025 (to date).....

(iii) I certify that the particulars given in Part A, B, and C have been verified and found correct, except:

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Stamp of
Ministry/Department

Signature:

Name (in full):

Post Held:

Contact No.:

Date: