

THE MAURITIUS POST LTD

Application Form

Please complete this application form in **CAPITAL LETTERS**.
The contents of this application form will be treated as confidential

POSITION

1. Post applied for: _____

PERSONAL INFORMATION

2. Title: Mr. Mrs. Miss Ms

3. Marital Status: Married Single Other: _____

4. Surname: _____

5. Other Name: _____

6. Maiden Name [if applicable]: _____

7. National Identity Card No.:

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8. Residential Address: _____

9. Phone No: Office _____ Home _____ Mobile _____ Email _____

10. Date of birth:

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 11. Age:

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 12. Place of birth: _____

QUALIFICATIONS

13. **Certificate of Primary Education** Year

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 Index No.

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Subject English French Mathematics Geography/EVS Oriental Language [_____]
Grade

14. **Secondary Ordinary Level**

State whether Cambridge S.C. or Cambridge G.C.E. or London G.C.E. (Ordinary Level)

Month/Year	Exam. Centre No.	Index No.																									
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Subject		Grade																									

Result: _____ Aggregate: _____

Result: _____ Aggregate: _____

15. Secondary Advanced Level

State whether Cambridge H.S.C. or Cambridge G.C.E. or London G.C.E. (A Level)

Month/Year Exam. Centre No. Index No.

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Subject	Level	Grade

Level – Principal, Subsidiary, Advanced Subsidiary

Result: _____

Month/Year Exam. Centre No. Index No.

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Subject	Level	Grade

Level – Principal, Subsidiary, Advanced Subsidiary

Result: _____

16. Other Secondary Qualifications [e.g. Baccalaureat, Matriculation, Secondary & Higher Certificate from Overseas]

Note: Attach photocopies of marksheets/result slips and equivalence of certificate [if available]

Examining Body: _____

Country: _____ Year

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Certificate: _____

Subject	Grade

Marks	Percentage

Result: _____

TOTAL: _____

17. Technical and Vocational Qualifications [e.g. Typing and shorthand, B.A.P., Technician Certificate, I.V.T.B Certificate (NTC) etc.]

Name of University/Examining Body: _____ Country: _____

Duration of course/study: From _____ To _____ Part Time Full Time Distance Education

Specify (i) Exact qualifications obtained _____ Class/Division/Level _____

(ii) Date of result: _____

Subjects [State whether main/subsidiary/major. etc. where applicable]

18. **Diploma Qualifications** [*Below Degree level*] (*Attach photocopies of marksheets*)

Name of University/Examining Body: _____ Country: _____

Duration of course/study: From _____ To _____ Part Time Full Time Distance Education

Specify (i) Exact qualifications obtained _____ Class/Division/Level _____

(ii) Date of result: _____

Subjects [State whether main/subsidiary/major. etc. where applicable]

_____	_____
_____	_____
_____	_____

18. **Degree/Professional Qualifications** (*Attach photocopies of marksheets*)

Name of University/Examining Body: _____ Country: _____

Duration of course/study: From _____ To _____ Part Time Full Time Distance Education

Specify (i) Exact qualifications obtained _____ Class/Division/Level _____

(ii) Date of result: _____

Subjects [State whether main/subsidiary/major. etc. where applicable]

_____	_____
_____	_____
_____	_____

19. **Post Degree Qualifications** (*Attach photocopies of marksheets*)

Name of University/Examining Body: _____ Country: _____

Duration of course/study: From _____ To _____ Part Time Full Time Distance Education

Specify (i) Exact qualifications obtained _____ Class/Division/Level _____

(ii) Date of result: _____

Subjects [State whether main/subsidiary/major. etc. where applicable]

_____	_____
_____	_____
_____	_____

20. **Other Qualifications as laid down in the advertisement** [*e.g. First Aid, IT, etc.*]

- 20.1 Do you possess a valid driving license for? Motorcycle/Autocycle Yes No
 Private car Yes No
 Van Yes No
 Truck Yes No

- 20.2 Have you had any accident during the past three years? Yes No

21. **Experience and skills relevant to the post applied for** (*Attach documentary evidence*)

EMPLOYMENT HISTORY

22. **Present Employment**

<i>Post held</i>	<i>Temporary/Substantive</i>	<i>Post Office/Public Service/ Private Sector</i>
_____	_____	_____
<i>Date of Present Appointment</i>	<i>Date of Confirmation in the Service</i>	<i>Present Salary per month (Rs)</i>
_ _ _ _ _ _ _	_ _ _ _ _ _ _	_____

23. **Other Employment**

<i>Post held</i>	<i>Date</i>		<i>Name and address of employer</i>
	<i>From</i>	<i>To</i>	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Yes No If Yes, indicate nature of offence and date of outcome.

- 24 (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 If Yes, give details (court, charge, date of judgement and sentence – e.g. imprisonment, fine, caution or conditional discharge)

25. Have you ever resigned or retired or been dismissed from the Public Service/Private Sector on any ground whatsoever?

Yes No (If Yes, give details)

26. **IMPORTANT – PLEASE READ THE NOTICE OF VACANCY/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: _____