



Food and Agricultural Research and Extension Institute

Application for Appointment

1. Post Applied for:

2. Date of Advertisement/Vacancy Circular:

3. Surname (in BLOCK letters):.....

4. Other Names:

5. Maiden Name (if applicable):.....

6. Sex: Male Female 7. Marital Status: Single Married others

8. National Identity No.

9. Date of Birth:...../...../..... 10. Age:.....yrs 11. Place of Birth:.....

12. Nationality:

Certificate No & date if naturalized:

13. Residential Address:

.....

.....

14. Telephone No: 15. Email Address:

16. Language(s) - Written:

Spoken:

17. Educational Qualifications (*attach statements if necessary and as per requirement*)

A. Primary School Leaving Certificate/CPE examination

(Not applicable for holders of School Certificate and higher qualifications)

Subject	Grade	Year

B. Secondary Institution(s) attended

Institution(s)	Year (From-To)

For Official Use Only

Serial No.:

Date Received:/...../.....

Sig:.....

Date Received:/...../.....

Sig:.....

Remarks:

18. Previous Employment (State in chronological order starting with most recent and you may give additional details in separate sheet to be attached)

Nature of Employment/Position	Employer (Name Address)	Date	
		From	To

19. Current Employment

Nature of Employment/Position	Employer (Name Address)	Date from

20. Present Monthly Salary (basic): Rs

21. Have you ever been convicted or sentenced to pay a fine by a Court of Law?

Yes	No
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If yes provide details:

22. Have you ever resigned or been dismissed or discharged from the public service or any other employment?

Yes	No
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If yes provide details:

23. No of additional sheets attached:.....

Referees:

Provide details of two referees who do not hold any political position and who are not related to you. The referees should know you well personally and/or professionally. You are advised to obtain prior consent as the Institute may wish to contact the referees if necessary.

Referee 1

Referee 2

Title:

Title:

Surname

Surname

Name

Name

Position

Position

Address

Address

Tel: No

Tel: No

NB: Incomplete, inadequate, inconsistent or inaccurate filling of this form may cause the applicant's elimination from consideration. Applicant is informed that it is an offence to give false or incorrect information or to conceal any relevant information pertaining to the application on this form.

I, Mr/Mrs/Miss..... declare that the particulars given in this application and in the sheets attached and thereto are correct and true to the best of my knowledge and belief, and I have not wilfully suppressed or withheld any material fact.

Signature of Applicant:.....

Date:

Instructions

1. Kindly complete this application form in your own handwriting and forward it to the Chief Executive Officer, Food and Agricultural Research and Extension Institute, Head Office, Redit.
2. Please do not send any Original certificates or testimonials unless specified otherwise in the advertisement. Original certificates and testimonials should be available to be produced when calling for interview or upon request any time.
3. Any other qualification or information relevant to this application is to be attached on separate sheets Specify number of sheets attached in section 23 and each additional sheet must bear the full name of applicant on the first line.