

**MINISTRY OF TOURISM**  
**APPLICATION FOR THE POST OF DRIVER**

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

Appointment	From	To	Ministry/Department

- 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)

.....

.....

19. Have you been on leave without pay while in government during the last five years.

Yes  No   
(Please tick as appropriate)

If yes, state period and purpose of leave without pay:

Period: From..... to.....

Purpose: (Employment etc).....

20. Have you been subject of a disciplinary action during the last five years?

Yes  No   
(Please tick as appropriate)

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

.....

.....

20(a) 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)

### DECLARATION

I, ....., the undersigned applicant, declare that the particulars in this application are true and accurate.

Date: ..... Signature of Applicant: .....

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

(i) Report on applicant:

Conduct: .....

Work: .....

Attendance: .....

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

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.....  
.....

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**PART C (to be filled Human Resource Section of Ministry/Department where applicant is posted)**

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

If yes, please give details

.....  
.....

(ii) Does the applicant have a basic knowledge of mechanics and simple vehicle maintenance (please submit documentary evidence, if any).

.....

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

Record of Sick Leave:

Record of unauthorized absence

2014:.....

2014:.....

2015:.....

2015:.....

2016:.....

2016:.....

2017(to date).....

2017(to date).....

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

.....  
.....

Stamp of  
Ministry/Department

Signature: .....

Name (in full): .....

Post Held: .....

Contact No: .....

Date: .....