**THE MAURITIUS POST LTD**

**Application Form**

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| Please complete this application form in **CAPITAL LETTERS**.  ***The contents of this application form will be treated as confidential*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **POSITION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | Post applied for: | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
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| **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.: | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | |
| 8. | Residential Address: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
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| 9. | Phone No: | | | | Office \_\_\_\_\_\_\_ | | | | | | | Home \_\_\_\_\_\_\_\_ | | | | | | | Mobile \_\_\_\_\_\_\_\_ | | | | | | | | Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| 10. | Date of birth: | | | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | | | | | | | | 11. | | | Age: | | | |  |  |  |  | | --- | --- | --- | --- | |  |  | 12. | Place of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | |
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| **QUALIFICATIONS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13. | **Certificate of Primary Education** | | | | | | | | | | | | | |  | Year | | | |  |  | | --- | --- | |  |  | | | | | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Index No. |  |  |  |  |  | | | | | | |
|  | ***Subject*** | | English French Mathematics Geography/EVS Oriental Language [ \_\_\_\_\_\_\_\_\_\_\_ ] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | ***Grade*** | |  | | | | | | | | | | | | | | | | | | | |  | |  | | | | |  | |

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| 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. |  |  | Month/Year | Exam. Centre No. | Index No. |
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| |  |  | | --- | --- | | Subject | Grade | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |   Result: \_\_\_\_\_\_\_\_\_\_\_\_\_ Aggregate: \_\_\_\_\_\_ | | | |  |  | |  |  | | --- | --- | | Subject | Grade | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |   Result: \_\_\_\_\_\_\_\_\_\_\_\_\_ Aggregate: \_\_\_\_\_\_ | | |

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| 15. | **Secondary Advanced Level**  State whether Cambridge H.S.C. or Cambridge G.C.E. or London G.C.E. (A Level) | | | | | | | | | | | | | | | | | | | | | |
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| Month/Year | | | | | Exam. Centre No. | | | | Index No. | |  |  | | Month/Year | | Exam. Centre No. | | | | | Index No. | |
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| |  |  |  | | --- | --- | --- | | Subject | Level | Grade | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   Level – Principal, Subsidiary, Advanced Subsidiary  Result: \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |  | |  |  |  | | --- | --- | --- | | 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 |  |  |  |  | | | | | | | |
|  | Certificate: | |  | | | | | | | | | | | | | | | | | | |  | |
|  | |  |  | | --- | --- | | Subject | Grade | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |   Result: \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | |  |  | | --- | --- | | Marks | Percentage | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |   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  (ii) Date of result: \_\_\_\_\_\_\_\_\_\_ | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | Class/Division/Level \_\_\_\_\_\_ | | | | |
|  | Subjects [State whether main/subsidiary/major. etc. where applicable] | | | | | | | | | | | | | | | | | | | | | |
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| 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  (ii) Date of result: \_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Class/Division/Level \_\_\_\_\_\_ | |
|  | Subjects [State whether main/subsidiary/major. etc. where applicable] | | | | | | | |
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| 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  (ii) Date of result: \_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Class/Division/Level \_\_\_\_\_\_ | |
|  | Subjects [State whether main/subsidiary/major. etc. where applicable] | | | | | | | |
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| 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  (ii) Date of result: \_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Class/Division/Level \_\_\_\_\_\_ | |
|  | Subjects [State whether main/subsidiary/major. etc. where applicable] | | | | | | | |
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| 20. | **Other Qualifications as laid down in the advertisement** *[e.g. First Aid, IT, etc.]* |
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| 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** | |  | | | | |  |  | | | |
|  | *Post held* | | *Temporary/Substantive* | | | | | *Post Office/Public Service/ Private Sector* | | | |  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |
|  | *Date of Present Appointment* | | *Date of Confirmation in the Service* | | | | | *Present Salary per month (Rs)* | | | |  |
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| 23. | **Other Employment** | |  | | | | |  |  | | | |
|  | | *Date* | | | |  | | | | | | |
| *Post held* | | *From* | | | *To* | *Name and address of employer* | | | | | | |
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| 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. imprisonement, fine, caution or conditional discharge) |
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| 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) |
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| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |