**`**

For the Civil Service Commission to discharging its functions, you are obliged to disclose **a full** criminal history and convictions no matter how long ago they occurred.

**DO YOU HAVE ANY CRIMINAL CONVICTIONS OR CAUTIONS?**

**ARE YOU CURRENTLY THE SUBJECT OF ANY CRIMINAL PROCEEDINGS OR POLICE INVESTIGATION?**

**IF EITHER ANSWER IS YES, PLEASE GIVE DETAILS BELOW;**

If you are selected for an interview – would you be able to attend in person?

When would you be available for work? (period of notice)

Is your appointment subject to any contractual limitations?

Are you related to any employee of Ministry of Finance and/or Civil Service Commission?

(If yes, give details)

**References**

Your 1st referee must be your **current or last employer** (if you have one). Your 2nd referee **should not** be from the same organisation and may be a character reference from someone who knows you in your personal life.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1.** |  | **Referee 2.** |  |
| **Title:** |  | **Title:** |  |
| **Name:** |  | **Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Occupation:** |  | **Occupation:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Address:** |  | **Address** |  |
|  | |  | |
| **Postcode:** | | **Postcode:** | |
| **Telephone No** | | **Telephone No:** | |
|  | |  | |
| **Email:** | | **Email:** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Capacity in which known:** |  | **Capacity in which known:** |  |
|  |  |  |  |
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| --- |
| Address for Correspondence:  Area:  City:  State: |
|  |
|  |

Mobile:

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| --- |
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|  |  |
| --- | --- |
| Email: |  |

**CONFIDENTIAL**

The information you provide on this form will be used for recruitment selection and employment contract purposes only.

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name:** |  | **First Name:** |  |

**Job Grade Level:**

**Closing Date:**

**Passport no:**

Please complete this form in **black ink** or typescript and email it to:-

**Civil Service Commission**

**[Insert State]**

**Somalia**

**Email:**

**Application for Employment as:**

FOR OFFICE USE

Applicant No:

Education, Training and Qualifications

.

.

Current or last occupation / position /

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary | $ | Grade (if applicable) |  |

**Examinations taken or being studied Training courses attended**

**Month & Year Awarded**

|  |  |
| --- | --- |
|  | EMPLOYMEN EXPERIENCE |

|  |  |
| --- | --- |
| Employer Name: |  |

Email Address:

Telephone Number:

Brieflydescribeyourduties**:**

**Previous jobs** **or work experience** (Most recent first please account for any period between leaving full time education and commencing employment, and also any periods of unemployment which may have occurred between previous appointments) please attach sheet with extra information if required

**Name of Employer**

**Education Establishment**

**Month & Year**

**From To**

|  |  |  |
| --- | --- | --- |
| Date Started: |  | Full Time / Part Time |

To :

Physical Address:

**Reason for Leaving**

**Position held and main duties**

**Date to**

**Month Year**

**Date from**

**Month Year**

Reason for

Leaving

Please show that you have the skills asked for in the Employee Specification gained either through work, home or voluntary activities.

**Skills - (see Guidance Notes)**

Please show that you have the experience asked for in the Employee Specification gained either through work, home or voluntary activities.

|  |  |
| --- | --- |
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**Experience - (see Guidance Notes)**

Please show that you have the knowledge asked for in the Employee Specification gained either through work, education, home or voluntary activities.

|  |  |
| --- | --- |
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|  |  |
| --- | --- |
| **APPLICANT NO:** XXXXX | **Knowledge - (see Guidance Notes)** |

I understand that public funds must be protected and so the information I have provided on this form may be used to prevent and detect fraud. The information may also be shared, for the same purposes, with other organisations, which handle public funds. I can confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history and that if it is subsequently discovered that I have wilfully or negligently given false information or withheld information. I will be liable to immediate dismissal and may be prosecuted. I understand that canvassing directly or indirectly will be a disqualification

Signature: 

Date: 25/07/2017

**Please show how you meet the requirements on the Job Specification and use this section if there is any other information you wish to add in support of your application. (You must not exceed this one A4 paper, please do not attach additional pages. CV’s are NOT allowed. A minimum of Ariel 12pt font can be used.)**