



VACANCY APPLICATION FORM

1.0 Instructions:

- 1.1 Please read the Notice of Vacancy carefully before completing this Form.
- 1.2 Incomplete inadequate or inaccurate filling of this Form may lead to rejection of your application or dismissal.
- 1.3 Where an item is not applicable, please indicate "NA".
- 1.4 Attach copies of your birth/marriage certificates, educational/professional certificates and documentary evidence of knowledge/experience claimed.
- 1.5 Where space provided is not adequate, please use a blank sheet and attached it herewith.

2.0 POST APPLIED FOR:

3.0 PERSONAL DETAILS:

Surname (in block letters):

Other Names (in block letters):

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Maiden Name (if applicable):

Sex: Male Female

National Identity Card No.:

Date of Birth(dd-mm-yyyy): Age:

Residential Address (in block letters):

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Telephone Nos: Home: Office:

Mobile:

4.0 EDUCATIONAL DETAILS

4.1 SECONDARY QUALIFICATION

Examining Body:

Name and address of College/School:

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Certificate obtained: SC GCE (O) Other (specify)

Month/Year of Examination: Result: Aggregate:

Subject	Grade	Subject	Grade

4.2 HIGHER SECONDARY QUALIFICATION

Examining Body:

Name and address of College/School:

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Certificate obtained: HSC GCE (A) Other (specify)

Month/Year of Examination:

Main Subject	Grade	Subsidiary Subject	Grade
		General Paper	

4.3 TERTIARY/PROFESSIONAL QUALIFICATIONS

Specify Qualification obtained	Name of Examining Body & Country	Result	Period

4.4 OTHER QUALIFICATIONS AS LAID DOWN IN THE ADVERTISEMENT (Driving Licence, etc)

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5.0 EXPERIENCE AND SKILLS RELEVANT TO THE POST APPLIED FOR

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7.0 ADDITIONAL INFORMATION:

(1) Have you ever been prosecuted before a court of law?

Yes No

If yes, give details.

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(2) Have you ever resigned or been dismissed or retired from any previous employment on any grounds whatsoever?

Yes No

If yes, give details.

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(3) If selected for the post, when will you be available to start employment?

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8.0 DECLARATION

I,, the undersigned applicant, declare that the particulars given in the application are to the best of my knowledge true and accurate and that I have not willfully suppressed any material fact.

Date:

Signature:

Please return your completed application form (on or before the closing date specified in the advertisement) to:

**The Secretary
Construction Industry Development Board
M3, Government Quarters
Mgr. Otter Barry Street
FLOREAL**