



REPUBLIC OF ZAMBIA

**PUBLIC SERVICE MANAGEMENT DIVISION**

**PUBLIC SERVICE QUALIFICATIONS AUDIT DATA COLLECTION FORM**

**PART 1 PERSONAL PROFILE**

(Please tick where applicable)

SURNAME: .....

OTHER NAMES: .....

DATE OF BIRTH:..... SEX : MALE [ ] FEMALE: [ ]

NRC NUMBER: ..... EMPLOYEE NO:.....

FILE NUMBER: ..... AE NUMBER: .....

NATIONALITY:..... SALARY SCALE:.....

MINISTRY/INSTITUTION: .....

DEPARTMENT/UNIT: .....

DISTRICT: .....

PROVINCE: .....

DATE OF FIRST APPOINTMENT.....

SUBSTANTIVE POSITION: .....

JOB SPECIFICATION: .....

Confirmed [ ] Not Confirmed [ ]

**(Confirmation to permanent and pensionable establishment)**

**PART 2 QUALIFICATIONS**

**ACADEMIC QUALIFICATIONS**

(Please tick where applicable)

**PROFESSIONAL/ VOCATIONAL QUALIFICATIONS**  
 (starting with the highest qualifications obtained)

<b>S/N</b>	<b>QUALIFICATION (Course Name)</b>	<b>LEVEL OF STUDY (e.g. Diploma or Degree)</b>	<b>INSTITUTION ATTENDED</b>	<b>YEAR OBTAINED</b>

--	--	--	--	--

**Part 3**

**CURRENT TRAINING BEING UNDERTAKEN**

S/ N	COURSE/PROGRAMME	CURRENT STAGE	FINAL QUALIFICATION	START DATE	FINISH DATE	TRAINING INSTITUTION	SPONSOR

**EMPLOYMENT RECORD (In the Public Service, starting with the most recent)**

POSITION	APPOINTMENT DATE	APPOINTMENT STATUS <sup>1</sup>	APPOINTMENT TYPE <sup>2</sup>	DURATION	SECTION	DEPARTMENT	MINISTRY/ INSTITUTION	STATION	DISTRICT/ PROVINCE

<sup>1</sup> Applicable 'Appointment Status' include Administrative Convenience, Acting with a view for Promotion, Substantive, Regrading, Secondment, Transfer and Attachment.

<sup>2</sup> Applicable 'Appointment Type' include Contract, Permanent and Pensionable, Probation and Temporal


Signature: .....

Date: .....

**NOTE: Kindly attach certified photocopies of listed qualifications and recent payslip**