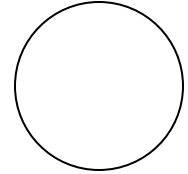


CONFIDENTIAL

PSC Form 1

(To be completed only by citizen of Zambia seeking permanent employment)

REPUBLIC OF ZAMBIA



PUBLIC SERVICE COMMISSION

APPLICATION FOR APPOINTMENT TO THE CIVIL SERVICE

(To be submitted in triplicate)

IMPORTANT

Candidate should clearly understand that the public service commission will not consider their application for appointment until it is in possession of acceptable evidence of their highest educational attainment and testimonials to cover every stage of their career since leaving school.

Candidates are also reminded that ALL sections of their application forms must be completed. This form is to be completed by the applicant in his own handwriting and returned to this Secretary, Public service Commission, P.O. Box 50138, Ridgeway, Lusaka

1. Appointment Desired

(Application for more than one post may be made. Posts should be listed in order of preference)

POST	MINISTRY

2. Person Details

SURNAME. Mr. Mrs. Miss..... MAIDEN NAME (married women and widows)..... CHRISTIAN NAMES (in full)..... HOW LONG HAVE YOU BEEN IN ZAMBIA?..... ADDRESS (a) Residential..... (b) Postal (all communications will be sent to this postal address unless a change of address is notification in writing)					
Date of Birth	Age last birthday	Place of birth	Nationality (i.e. Zambia, British, etc)	National Registration Card or Passport Number, if any	Whether single married, widowed or divorced
Number of Children.	sons	Aged respectively..... years		
	 daughter	Aged respectively..... years		
Have you previously been an applicant for employment in		Yes or Not	If answer to (a), (b) or (c) is "Yes", give particulars		
(a) The Zambia Civil Service					
(b) the Zambia police					
(c) Zambia Teaching Service					

Father *Mother *Wife/Husband	Name	Nationality at Birth	Place of birth	occupation

*maiden name must be given in case of mother and wife. If dead the above, the questions should nevertheless be answered.

Present Address of Father (if living).....

3. Educational record

(a) School:

Date		Name and place of last school attended	Examinations passed, certificates and any distinctions gained in school work	Games, school societies, etc, etc and positions of responsibility held	Name of Head or housemaster
From	To				

(b) **University** (or other similar institution):

Dates		University, etc	Subjects read, scholarship held, or Prizes won	Athletic and other non academic distinctions	Name of college tutor or professor who knew you best
From	To				
Degree, diploma, professional or technical qualification			Date obtained	Result or class obtained in each part of course	

(if course not yet completed, give particulars and date of final examination)

4. Employment Record. (from completion of education to present time)

One copy of each testimonial is required)

Date (day, Month and Year)		Name and address of employer	Final position held	Reason for leaving	Whether testimonial enclosed or to be sent
From	To				

Salary in present employment (or in last employment if not at present employed)..... K.....

If the whole of your career, including education, is not accounted for by your answers to sections 3 and 4 give further details to account for the gaps	
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5. When Available

You are at present in employment, what period of notice would your employer require	If you are not in employment, when could you take up appointment?
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6. Health

Are you strong active and free from bodily injury or defect/	Yes or No	If answer is No, give particulars
Have you suffered from	Yes or No	If answer in any case is ,’yes’ give particulars
(a) Epilepsy or fits		
(b) Neurasthenia/		
(c) Stomach ulcers/		
(d) Impediment in speech?		
(e) Any other serious illness/		
Have you ever left a civil employment for medical reason?	Yes or No	If answer is No, give particulars

7. Character

Have you at any time:		Yes or No	
(a) been CONVICTED or FOUND GUILTY of any offence by a Court or Court Martial (offences disposed of by signature of an ‘admission of Guilty’ without appearance before a court need not be mentioned)			
(b) had summons or charge against you dismissed under any probation of offenders or similar ordinance or Act?			
(c) Been bounded over or placed on Probation without conviction for any offence			
(d) Had a summons issued against you or charge brought against you in respect of any offence which has not yet been disposed of.....			
If the answer to one or more of the section above is ‘yes’, particulars of the offence must be given below			
Date	Nature of offence	Description and place of Court	Sentence or order of court
Are you free from serious financial diffulties?	Yes or No	If answer is ‘NO’, give particular	

Have you ever been bankrupt or executed a deed of assignment or made a composition with your creditors	Yes or NO	If answer is ‘NO’, give particular
Give in Block letters the name and address of a person who knows you well and who is within Zambia. Such authentication must be made by a Minister of religion, Medical or legal Practitioner, established Senior Civil Servant, Senior Bank Official or any citizen of Zambia of similar standing who has been personally acquainted with you for at least two years.		
Name:.....		
Address:.....		
Occupation:.....		
Period he has known you:.....		

Note: - His Excellency the president, the Secretary General of the Party, the Prime Minister, speaker, Members of the Central Committee, ministers, Depute Speaker, Ministers of the state, ministers of staff of the National Assembly, and relatives of the applicant must NOT be nominated as referees.

8. Notes for candidates:

- (i) Do not apply for any post unless you possess the necessary qualifications.
 - (ii) Do not enclose original testimonials or certificate, but send copies. No responsibility can be accepted by the commission for the custody of original documents unless a special request has been made for their production.
 - (iii) If you are invited to an interview by the Commission, bring the originals of your testimonials and certificates with you, but make sure that they are returned to you before you leave.
 - (iv) The secretary will acknowledge the receipt of this form, but if you do not receive an acknowledgment within a reasonable time, make inquiries to the secretary.
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9. Declaration

I declare that I have answered the above questions truthfully and exactly and that I am not aware of any circumstances not disclosed in these answers which, if known might raise doubt as to my fitness for appointment to the Zambia Civil Service. I understand that if I am appointed to the Zambia Civil Service and this declaration or any of the particulars furnished by me are subsequently found to be false within my knowledge, I may be liable to dismissal.

Applicants' usual signature:..... Date:.....

10. Photograph

You may paste hereon an un-mounted photograph of yourself (Any photograph of recent date which provides a good likeness is sufficient).