

# Islamic Cultural Centre

Read carefully the enclosed Notes & Instructions to candidates before filling this form

## Application Form

**1. Post Applied for**.....

Ministry/Department.....

Date of Advertisement/Vacancy Circular.....

Previous Posts Applied for **1**.....

**2**.....

**2. National Identity No.**

Title Mr  Mrs  Miss  Ms

Marital Status : Married  Single  Other : .....

Surname : .....  
*(in block letters)*

Other Names : .....  
*(in block letters)*

Maiden Name *(if applicable)* : .....

**3. Residential Address :** .....

*(in block letters)*

Phone No : Office..... Home..... Mobile..... Email address : .....

Date of Birth  Age  Place of Birth.....

Nationality..... Certificate No. *(If Naturalised)*.....& Date.....

**4. SECONDARY ORDINARY LEVEL**

State whether Cambridge S. C. or Cambridge G.C.E. or London General Certificate of Education (Ordinary Level)

Month/Year Exam. Centre No. Index No.

Subject	Grade
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

Result..... Aggregate.....

Month/Year Exam. Centre No. Index No.

Subject	Grade
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

Result..... Aggregate.....

**5. SECONDARY ADVANCED LEVEL**

State whether Cambridge H. S. C. or Cambridge G.C.E. or London General Certificate of Education (A Level)

Month/Year

Exam. Centre No.

Index No.

--	--	--	--

--	--	--	--	--	--

--	--	--	--	--	--

Subject	Level	Grade

Level — Principal, Subsidiary, Advanced Subsidiary

Result.....

Month/Year

Exam. Centre No.

Index No.

--	--	--	--

--	--	--	--	--	--

--	--	--	--	--	--

Subject	Level	Grade

Level — Principal, Subsidiary, Advanced Subsidiary

Result.....

**6. Other Secondary Qualifications** (e.g. *Baccalaureat, Matriculation, Secondary & Higher Secondary Certificates from Overseas*).**Note :** Attach photocopies of marksheets/result slips and equivalence of certificates (if available)

Examining Body.....

Country..... Year.....

Certificate.....

Subject	Grade

Marks	Percentage

Result.....

TOTAL.....

**7. 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..... Class/Division/Level.....

(ii) Date of result :.....

**Subjects** (State whether main/subsidiary/major etc where applicable)



**8. 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..... Class/Division/Level.....

(ii) Date of result :.....

**Subjects** (State whether main/subsidiary/major etc where applicable)

.....	.....
.....	.....
.....	.....

**9. 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..... Class/Division/Level.....

(ii) Date of result :.....

**Subjects** (State whether main/subsidiary/major etc where applicable)

.....	.....
.....	.....
.....	.....

Please write your name and address below

----- ✂ ----- ✂ -----

# Islamic Cultural Centre

Name : .....

Address : .....

.....  
.....  
.....

**10. 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..... Class/Division/Level.....

(ii) Date of result :.....

**Subjects** (State whether main/subsidiary/major etc where applicable)

.....	.....
.....	.....
.....	.....

**11. Other Qualifications as laid down in the advertisement** (*e.g. Driving Licence (Specify type), First Aid,IT etc. Specify date*)

**12. Experience and skills relevant to the post applied for** (*Attach documentary evidence*)

**EMPLOYMENT HISTORY**

**13.1 (i) Present Employment**

*Post held*

*Temporary/Substantive*

*Min./Dept.*

.....

.....

.....

*Date of Present Appointment*

*Date of Confirmation in the Service*

*Present Salary per month  
Rs*

--	--	--	--	--	--

(Date Month Year  
e.g. 01 01 02)

--	--	--	--	--	--

.....

(ii) Previous Employment

<i>Post held</i>	<i>Temporary/Substantive</i>	<i>Min./Dept.</i>	<i>Date of Appointment</i>
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**13.2 If on leave without pay whilst in government service during the last five years state :**

Period on leave : From..... To..... Purpose (study, employment etc...)

Give details if applicable : (Organisation, Post held etc.)

**13.3 EMPLOYMENT OTHER THAN IN THE GOVERNMENT SERVICE**

<i>Post/s</i>	<i>Date</i>		<i>Name and address of employer</i>
	<i>From</i>	<i>To</i>	
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**14. (a) Have you been the subject of an investigation/enquiry for any offence during the last 10 years ?**

Answer Yes or No..... If Yes, indicate nature of offence and date of outcome.

.....  
.....

**(b) Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty during the last 10 years ?**

Answer Yes or No..... If yes, give details (court, charge, date of judgment and sentence - e.g. imprisonment, fine, caution or conditional discharge) :—

.....  
.....

15. Have you ever resigned or retired or been dismissed from the Public Service on any grounds whatsoever ?

Answer Yes or No..... If yes, give details :—

.....  
.....  
.....  
.....

---

16. **IMPORTANT – PLEASE READ THE 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.....