



CENTRAL WATER AUTHORITY

Head Office: St Paul, Phoenix

Tel: 601-5000, Fax: 686-6264

Please tick as appropriate:

INTERNAL ☐

EXTERNAL ☐

**FOR OFFICIAL
USE ONLY**

REF NO.

Application Form For Employment

1. Post Applied for:

2. Date of Advertisement:

3. Title **Mr** ☐ **Mrs** ☐ **Miss** ☐ **Ms** ☐

Surname (in BLOCK letters):

Other Names (in BLOCK letters):

Maiden Name (in BLOCK letters):

National Identity No.

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Status **Married** ☐

Single ☐

Divorced ☐

Date of Birth:/...../..... **Age:**yrs **Nationality:**

4. Residential Address:

.....

.....

Phone No. : Office **Home** **Mobile**

Email Address

Driving Licence: Yes ☐ **No** ☐ **Category of Licence: (e.g Car, Van)**

5. Secondary Institutions Attended:

Name of Institution(s)	Year (From – To)

A. School Certificate or General Certificate of Education Results

Month: Year:

Subject	Grade

Month: Year:

Subject	Grade

Result Aggregate

Result Aggregate

B. Higher School Certificate (HSC) or General Certificate of Education (GCE- A Level) Results

Month: Year:

Subject	Level	Grade

Month: Year:

Subject	Level	Grade

Level- Principal, Subsidiary, Advanced Subsidiary

Result

Result

6. Tertiary Education

Course	Institution	Year	Duration

7. Other Technical/Academic/Professional Qualifications

Course	Institution	Year	Duration

8. Employment History

A. Present Employment

Position	Employer	Date From

B. Previous Employment

Position	Employer	Date	
		From	To

C. Give details of duties performed for present job*(Attach documentary evidence)*

9. Have you ever been convicted or sentenced to pay a fine by a Court of Law?

Yes	No
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If Yes, please provide details:

10. Have you ever resigned or been dismissed or discharged from the service of any employer?

Yes	No
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If Yes, please provide details:

11. References

Provide details of two referees who can comment upon your work experience and qualifications for this appointment. You are advised to obtain prior consent as the National Computer Board may wish to contact the referees.

Referee 1

Title:

Surname:

Other Name:

Occupation:

Address:

Tel No.:

Referee 2

Title:

Surname:

Other Name:

Occupation:

Address:

Tel No.:

NOTE:

- 1. 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 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.**
- 2. Please attach photocopies of NIC, educational/technical certificates, testimonials of working experience. ORIGINALS TO BE PRODUCED WHEN REQUESTED.**
- 3. The prospective applicant should not make any attempt to influence, treat or offer gratification to any person or member of the selection panel in order to obtain the job which he has applied for. Such attempt may lead to a corruption offence.**

DECLARATION

I,, the undersigned applicant, declare that the particulars in this application are genuine , accurate and that I have not willfully suppressed any material fact. I acknowledge that any false information/documents could lead to dismissal and subsequently to legal actions.

Date

Signature