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GOVERNMENT OF SIERRA LEONE

PUBLIC SERVICE COMMISSION

**APPLICATION FORM**

BEFORE COMPLETTING THIS FORM, PLEASE READ THROUGH CAREFULLY,  
BEGINNING WITH THE FOLLOWING NOTES:

**NOTES FOR ALL CANDIDATES**

1. This form should be completed in your normal handwriting **NOT SCRIPT**, and in black ink
2. **ALL SECTIONS** in **Part I** should be completed.
3. Do not apply for any post unless you possess **ALL** the qualifications listed in the advertisement. The commission will not countenance any application which does not relate to an advertised vacancy.
4. Giving false or misleading information is a serious offence and may lead to criminal prosecution.
5. Only true copies of certificates and testimonials should be attached to this application. Originals of certificates and testimonials must, however, be available for verification at the interview. It is the candidate's responsibility to ensure that he /she retrieve all original copies of documents before leaving the interview.
6. If you are already employed by government, hand this form, after you have completed Part I in duplicate, to your Head of Department, who will complete Part II and forward one copy to the Secretary, Public Service Commission, Freetown.
7. Canvassing of members of the Commission by, or on behalf of candidates will result in the candidate's application being immediately rejected.
8. Persons who have been dismissed from the Government Service or have been convicted of a crime will not be considered.
9. Only short- listed candidates will be contacted.
10. Please note that the Public Service Commission will conduct integrity checks on applicants from sources considered appropriate.



4. Further qualifications: please list your additional qualifications and certificates in a chronological order providing copies of all certificates.

Organization that carried the course out	Name of qualification course	Period of course	Month and year of finishing the course	Diploma/certificate No.

5. Computer skills /programmers /-mark by "X". Add to list as appropriate (provide copies of all certificates)

	Low level	Medium level	High level
MS-word			
MS-excel			
Power point			
Other-specify:			

6. Foreign language/s please, indicates the level of your knowledge -1, 2 or 3, 3 being the highest level corresponding to fluent use of language.

Foreign language	Written	spoken	Use of literature (READING)

7. Please, describe your work experience starting from your current job:

Employer/place of work	Period From-to	Name of positions held	Main function and responsibility of job held	Reason for leaving

**Note:** If you are in employment, please give reasons for wanting to resign.

8. Why do you want to work in the Sierra Leone civil service?

9. What do you think you can personally contribute to the Sierra Leone civil service?

**10. Personal References:**

<p>Give the names and addresses of two responsible persons who know you well, either private life or in business. One at least should be well acquainted with in private life. The names of relatives must not be given nor did those distinguish persons unless they know you well.</p> <p>Attempts to influence the commission through distinguished persons who are not personally well acquainted with the candidate are useless and will be regarded as indicating that the applicant does not consider his qualifications sufficiently good to justify his appointment on his own merits; they can in no case operate to his advantage and may seriously prejudice his chance of success.</p>	<b>Referee 1</b>	
	<b>Name:</b>	
	<b>Contact:</b>	
	<b>Occupation:</b>	
	<b>Period during which he has known you:</b>	
	<b>Referee 2</b>	
	<b>Name:</b>	
	<b>Contact:</b>	
<b>Occupation:</b>		
<b>Period during which he has known you:</b>		

11. If you wish to give more information about yourself, you should do so on a sheet of paper attached to this form

**12. DECLARATION:**

I believe the information in the application is true and complete and that I am eligible to apply for a position in the Sierra Leone Civil Service

DATE: .....

SIGNATURE:.....

**Part II**

13. *(To be completed by the applicant's Head of Department in the case of Government Officers)*

I .....consider.....the candidate qualified in terms of the advertisement.  
do not consider

I .....recommend.....that he/she be further considered for the vacancy  
do not recommend

My reasons are given below:

FILE REF.....

DATE:.....

SIGNATURE:.....