



AUDIT SERVICE SIERRA LEONE

11th Floor, Freetown City Council Building, Wallace Johnson Street, Freetown, Sierra Leone, West Africa

E-mail: recruitment@auditservice.gov.sl

Website: www.auditservice.gov.sl

APPLICATION FOR EMPLOYMENT

Please answer all questions on this form in full, using block capitals and black ink.

Post for which you are applying:

This application form must be returned by closing date of:.....

PERSONAL DETAILS

First name:

Middle name:

Surname:

Maiden Name (if any):

Address:

Contact Number(s):

E-mail address:

How did you learn of this vacancy? If word of mouth, state from whom:

ASSL offers equal employment opportunities to suitable applicants regardless of ethnicity, political beliefs, age, gender, social class, religion, nationality and race.

PRESENT EMPLOYMENT

Job Title:	Current Salary:
Date Started:	Notice required:
Name & Address of Employer and nature of Business:	
Please describe your duties and responsibilities, and highlight the skills employed when performing this job stating your reason why you wish to leave, or why you left. (Please attach continuation pages if necessary, clearly indicating that you are referring to this section of the form)	

PREVIOUS EMPLOYMENT HISTORY

Please include paid, unpaid, voluntary, full-time and part-time work starting with your most recent and work backwards. Please tell us about your employment for the last 10 years leaving no gaps. If you have a gap in employment, please tell us what your circumstances were at the time.

Name and Address of Employer and nature of Business	Dates Employed From – To	Position and Duties	Salary and Reasons for leaving

Please attach continuation pages if necessary, clearly indicating that you are referring to this section of the form.

EDUCATION

Please use this section to give details of all education undertaken and qualifications gained. You should specify the institutions attended, courses undertaken and results obtained starting with your most recent and work backwards.

Dates Attended From – To	Name of Institution	Course of Study	Details of Qualification/Grades Attained

TRAINING

Please give details of any relevant training courses undertaken. This may also include training undertaken in the work environment.

Dates Attended From – To	Organising Body	Course Title	Exam/Assessment Results

Please attach continuation pages if necessary, clearly indicating that you are referring to this section of the form

Are you are registered with any professional body? Yes () No ()
If yes please state organisation and membership/registration number:

ASSESSING KNOWLEDGE & SKILLS

Taking into account the job description and person specification, say why you feel you are suited to the position you are applying for. You may give examples of how you have displayed any of the qualities or achieved any of the duties stated therein. Remember to include both paid and voluntary employment, including any personal interests and leisure activities. (Please use the space provided below, do not attach another sheet for this question).

Please indicate the number of days you have been absent from work within the last 2 years and the reasons for these absences:

--

Disabled Persons

If you have a disability please indicate any arrangements which would facilitate a more comfortable interview.

REFERENCES

Please give details of two people, a professional individual (**who must be a current or most recent employer**) and a personal referee whom we can approach and who can comment on your suitability for the position you have applied for. Audit Service Sierra Leone reserves the right at any time to conduct a full employment history check and to contact all previous employers.

Professional Referee:	Personal Referee
Name:	Name:
Job Title:	Occupation:
Organisation:	
Organisational Address:	Address:
Telephone No:	Telephone No:
Email address:	Email address:

Declaration

I declare that all the information given in this application is true and complete. I understand that if it is subsequently discovered that any particulars I have given are false or misleading, I may be regarded as ineligible for recruitment or liable to be dismissed.

I understand that details contained on this form may be held on computer, or form the basis of manual records

I understand that, if employed by Audit Service Sierra Leone, the information contained in this application may be used for operational, managerial and associated purposes relevant to the payment of remuneration and the maintenance of the personnel system.

I understand that Audit Service Sierra Leone reserves the right to contact previous employers as part of the employment screening process.

Signed _____

Date _____

Please return the completed form together with copies of all relevant qualification(s) to the above address on page one for attention of the Human Resources Manager. Candidates who do not include copies of their qualification(s) and other requested information will not be shortlisted.