



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

NATIONAL TRANSPORT CORPORATION
Application Form (ver: 2020/01)

FOR OFFICIAL USE

REF. No			

1. Post Applied for.....
Date of Advertisement/Vacancy Notice

2. National Identity No.
Marital Status M = Married, S = Single, D= Divorced

Title Mr Mrs Miss

Surname
(in block letters)

Other Names
(in block letters)

Maiden Name (if applicable)

3. Residential Address
(in block letters)

Home Telephone No. Office Telephone No.

Cell phone No: Email address:-

Date of Birth Age Place of Birth

Nationality Certificate No. (If Naturalised) & Date

QUALIFICATIONS

4.1 SECONDARY ORDINARY LEVEL
State whether Cambridge S.C. or Cambridge G.C.E.

Month/Year Exam. Centre No. Index No.

Subject	Grade

4.2 London General Certificate of Education Or
Cambridge G.C.E (Ordinary Level). Please Specify

Month/Year Exam. Centre No. Index No.

Subject	Grade

Result Aggregate

8. DIPLOMA QUALIFICATIONS *(Below Degree level)*

Name of University/Examining Body Country

Duration of course/study: From To Part Time Full Time Distance Education

Specify (i) exact qualifications obtained.....

(ii) Date of result :

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

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

9. DEGREE/PROFESSIONAL QUALIFICATIONS

Name of University/Examining Body Country

Duration of course/study: From To Part Time Full Time Distance Education

Specify (i) exact qualifications obtained.....

(ii) Date of result :

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

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

10. POST DEGREE QUALIFICATIONS

Name of University/Examining Body Country

Duration of course/study: From To Part Time Full Time Distance Education

Specify (i) exact qualifications obtained.....

(ii) Date of result :

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

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

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

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

13. EMPLOYMENT HISTORY

13.1 (i) Present Employment in the Government Service

Post held	Temporary/Substantive	Min./Dept.																
.....																
<i>Date of Present Appointment</i>	<i>Date of Confirmation in the Service</i>	<i>Present Salary per month</i>																
		<i>Rs</i>																
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>									<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>								
(Date Month Year)																		
e.g.01 01 02																		

(ii) Previous Employment in the Government Service

<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 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 judgement and sentence – e.g. imprisonment, fine, caution or conditional charge) :-

.....
.....

15. Have you ever resigned or retired or been dismissed from employment 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 willfully suppressed any material fact.

Date

Signature.....

Full Name.....

Please also fill in the following acknowledgment slip

..... ✂

Dear Sir / Madam

Rec N° :

I am directed by the National Transport Corporation to acknowledge receipt of your application made in response to Advertisement / Vacancy Notice:

Dated: (write date of advert / notice)

Post: (write post applied for)

NOTES AND INSTRUCTIONS TO CANDIDATES

- (1) The Application Form should be completed in the candidate's own **handwriting** and forwarded to the Human Resource Manager, Royal Road Bonne Terre, VACOAS.
- (2) It is very important for the candidate to indicate his National Identity Number in the space provided at item 2 of the Application Form.
- (3) Care should be taken to fill in the Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail a candidate's elimination.** It is an offence to give information which is false 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.
- (4) Qualifications obtained **after** the closing date for the submission of applications as specified in the advertisement **will not** be accepted. Only qualified persons should apply.
- (5) Applications not made on the prescribed form **will not** be accepted.
- (6) Applications received **after** the closing date and time mentioned in the advertisement will not be accepted. The onus for the prompt submission of applications so that they reach the HR of the Corporation in time lies solely on applicants.
- (7) The post applied for should be clearly marked on the top left hand corner of the envelope.
- (8) The completed form should contain full details regarding previous experience, qualifications and any other factors which would qualify the candidate to carry out the duties of the post applied for. Documentary evidence and a statement of relevant particulars, e.g. job description and content, dates and employer's certificate should be attached with the Application form.
- (9) Should there be any matter not covered by the Application Form that the candidate wishes to be considered with his application, the details must be given on an additional sheet to be annexed thereto.
- (10) A candidate who is overseas must indicate clearly on top of the Application Form that he is an "overseas candidate" and must make his own arrangements to return to Mauritius to attend an interview by the Corporation if required to do so.
- (11) A candidate should **immediately** inform the Corporation about any change of address.
- (12) A candidate who is proceeding abroad, should **immediately** inform the Corporation of his overseas address and the expected date of his return.
- (13) Recruitment by the Corporation is made solely on the basis of qualifications and merit. Candidates must guard themselves against any person who promises employment against reward, financial or otherwise, and report the case immediately to the nearest Police Station.
- (14) Any person who directly or indirectly by himself or by other person and in any manner, influences or attempts to influence any decision of the Corporation or the Chairman or any Deputy Chairman shall commit an offence and shall on conviction be liable to a fine and to imprisonment.
- (15) The Corporation reserves the right to convene for interview **only** the best qualified candidates.
- (16) The Corporation will not give any reason to candidates not convened for interview.