

Annexure 1: Sample Application Form

Application Number: Office Use Only

Application for the Post of [Position Title]
Tax Policy Analysis Unit – Department of Fiscal Policy
Ministry of Finance, Planning & Economic Development

1. Full Name (as per official records):
2. Name with Initials:
3. Address:
4. Official Designation:
5. Service (SLAS / SLPS / SLAcS / Development Officer):
6. Present Workplace / Department:
7. Date of First Appointment to Government Service:
8. Present Grade and Date of Appointment to that Grade:
9. Educational Qualifications:
 - Degree:
 - University:
 - Field of Study:
 - Year of Graduation:
10. Professional / Other Relevant Qualifications (if any):
11. Brief Description of Relevant Work Experience:
(Attach additional pages if necessary)
12. Contact Details:
 - Office Address:

- Mobile Number:
- Email Address:

13. Any Other Relevant Information:

Certification by the Applicant:

I hereby certify that the above information is true and correct to the best of my knowledge.

Signature of Applicant: _____

Date: _____

Recommendation of the Head of Department

I certify that the particulars furnished in this application are correct as per the updated records in the applicant's personal file. As of now, no disciplinary action has been contemplated against the applicant. If the applicant is selected for this post, he/she can / cannot be released from his/her current position with / without replacement.

Signature: _____

Name:

Designation:

Official Stamp:

Date: _____