

APPLICATION FORM FOR CONFIRMATION IN SERVICE

A. PERSONAL DETAILS *(To be filled by Applicant)*

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|-------------------------|--|
| Staff File Number: | |
| Name: | |
| Current Rank: | |
| Desired Rank: | |
| Department / Unit: | |
| Faculty/Institute: | |
| Date of Birth: | |
| Date of Appointment: | |
| Signature of Applicant: | |
| Date: | |

B. PERFORMANCE *(To be filled by Supervisor)*

(a) Comments on applicant's performance. (Attach performance appraisal form).

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(b) Comments on applicant's achievements. (Attach statement of achievement).

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(c) Recommendation whether to confirm or not to confirm (give clear reasons)

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Names of Head of Department: _____

Signature _____ Date _____

A. ACTIONS BY THE APPOINTMENTS BOARD

(a) Date received by Director Human Resources: _____

(b) Minute of Appointment _____

(c) Action by Appointments Board: _____

(d) Date: _____