



APPLICATION FOR IN-SERVICE JOB ROTATION
(To be completed by the Applicant)

Part 1: Applicant's Information

- 1. Name _____
- 2. Ministry _____
- 3. Department _____
- 4. Tel. No. Ext. #: _____
- 5. Gov't Email: _____
- 6. Date of Appointment to Civil Service: _____
- 7. Current Post: _____
- 8. Date of Appointment to Current Post: _____

Applicant's Qualifications
Academic (Theoretical)

Applicant's Qualifications
Practical (Experience)

Applicant's Current Duties
(Please attach job Description)

Preferred Job Rotation Placement & Expected duration for Placement

1st Preference

Ministry _____

Department _____

Post _____

Duration _____

2nd Preference

Ministry _____

Department _____

Post _____

Duration _____

Please describe the benefits that you hope to acquire, listing the specific skills you hope to enhance using this programme

Part 2 **To be completed by Permanent Secretary / Head of Department in Assessment of Applicant**

Please provide your comments on this application, including the performance of the applicant and the expected benefits to the Officer and the Public Service, as well the specific skills to be enhanced.

(a) _____

(b) PS / Head of Department (Receiving Ministry / Department): _____

Declaration by Applicant:

If accepted to do this programme, I agree to comply with the requirements of the programme.

Signature: _____ Date: _____

Declaration by Permanent Secretary / Head of Department:

I do / not Support the participation of the above-named Officer in this Job enrichment programme, at this time.

Name: _____ Post: _____
(Print) Permanent Secretary / Head of Department

Signature: _____ Date: _____
Permanent Secretary / Head of Department

Closing Date for all applications: (Date)

This Application must be completed in full and returned to

The Director

Department of Human Resources

Tel: (284) 468-0073 / Fax: (284) 494-5799