



LE MORNE
HERITAGE TRUST FUND

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APPLICATION FORM

1.	Post Applied for:.....	Office Use. Index:
2.	National Identity No.: Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Marital Status: Married <input type="checkbox"/> Single: <input type="checkbox"/> Other:..... Surname: <i>(in block letters)</i> Other names: <i>(in block letters)</i> Maiden Name <i>(if applicable)</i> :	
3.	Residential Address: <i>(in block letters)</i> Phone no: Office: Home:	

Month/Year Exam Centre No. Index No.

Subject	Grade

Result: Aggregate:

SECONDARY ADVANCE LEVEL

1st Attempt: State whether Cambridge H. S. C. or Cambridge G. C.E. or London General Certificate of Education (A Level)

Month/Year Exam Centre No. Index No.

Subjects	Level	Grade

Level – Principal, Subsidiary, Advance Subsidiary

Result:

2nd Attempt (*If Applicable*): State whether Cambridge H. S. C. or Cambridge G.C.E. or London General Certificate of Education (A Level)

Month/Year Exam Centre No. Index No.

	Specify (I) Exact Qualifications obtained: (II) Date of Result:	
8.	DIPLOMA QUALIFICATIONS (<i>Below degree level</i>) Name of Examining Body/University..... Country: Duration of Course/Study: FromTo: Specify (I) Exact Qualifications obtained: (II) Date of Result: (III) Class/Division/Level:	
9.	DEGREE/PROFESSIONAL QUALIFICATIONS (<i>Attach photocopies of marksheets</i>) Name of Examining Body/University..... Country: Duration of Course/Study: FromTo: Specify (I) Exact Qualifications obtained: (II) Date of Result: (III) <i>Class/Division/Level:</i> Subjects (State whether main/subsidiary/major etc. ,where applicable) POST DEGREE (<i>Attach photocopies of marksheets</i>) Name of Examining Body/University.....Country: Duration of Course/Study: FromTo: Specify (I) Exact Qualifications obtained:	

	<p>(II) Date of Result:</p> <p>(III) Class/Division/Level:</p> <p>Subjects (State whether main/subsidiary/major etc. Where applicable)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>							
10.	<p>Other Qualifications:</p>							
11.	<p>Experience and skills relevant to the post applied for (<i>Attach Documentary Evidence</i>)</p>							
12.	<p>Employment History:</p> <p>Present Employment:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Post Held</td> <td style="width: 33%;">Temporary/Permanent</td> <td style="width: 33%;">Employer</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </table>	Post Held	Temporary/Permanent	Employer	
Post Held	Temporary/Permanent	Employer						
.....						
13.	<p>Have you been subject to an investigation/enquiry for any offence during the last 10 years?</p> <p>Yes or No.....If yes, please give details:</p>							

	<p>.....</p> <p>Have you ever been prosecuted before a court of law for any offence and subsequently found guilty during the last 10 years?</p> <p>Yes or No.....If yes, please give details:</p> <p>.....</p>	
14.	<p>Kindly attach a copy of your certificate of character valid not less than 6 months or an evidence of having applied for same.</p> <p><i>(Please tick where appropriate)</i></p> <p>The Certificate of Character valid not less than 6 months is attached <input type="checkbox"/></p> <p>The copy of the application for the Certificate of Character is attached <input type="checkbox"/></p>	
15.	<p>Have you ever resigned or retired or been dismissed from the Public Service on any grounds whatsoever?</p> <p>Yes or No.....If yes, please give details:</p> <p>.....</p>	

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:

NOTES AND INSTRUCTIONS TO CANDIDATES

1. The details regarding duties and qualifications duties may be obtained from the the website of the Ministry of Arts and Cultural Heritage (<https://ministry1.govmu.org/mach/>) and from the website of the Le Morne Heritage Trust Fund (<https://lemorneheritage.govmu.org/>).
2. The Application Form should be completed in the candidate's own handwriting and forwarded to **the Director, Le Morne Heritage Trust Fund, 9th Floor, Suite 9006, Hennessy Court Ltd, Cnr Pope Hennessy and Suffren Streets, Port Louis** by **registered post**. Applications submitted by email or fax will not be considered.
3. It is very important for the candidate to indicate his National Identity Number in the space provided in the Application Form.
4. 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.
5. 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.
6. Applications not made on the prescribed form will not be accepted.
7. 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 Director in time lies solely on applicants.
8. The post applied for should be clearly marked on the top left hand corner of the envelope.
9. 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.
10. 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.
11. Copies of the Birth certificate, Marriage Certificate, School Leaving certificate, Examination certificates, Testimonials or any other relevant document are to be

sent with the Application Form, the originals should be readily available and produced when requested.

12. Candidate who is overseas must indicate clearly at the 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 Le Morne Heritage Trust Fund if required to do so.
13. A candidate should immediately inform the Le Morne Heritage Trust Fund about any change of address.
14. A candidate who is proceeding abroad, should immediately inform the Le Morne Heritage Trust Fund of his overseas address and the expected date of his return.
15. Recruitment by the Le Morne Heritage Trust Fund 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.
16. 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 Le Morne Heritage Trust Fund or the Chairperson or any Deputy Chairperson or any Official shall commit an offence and shall on conviction be liable to a fine and to imprisonment.
17. The Le Morne Heritage Trust Fund reserves the right to convene for interview only the best qualified candidates.
18. The Le Morne Heritage Trust Fund will not give any reason to candidates not convened for interview.