MAURITIUS SOCIETY OF AUTHORS

Application Form

Read carefully the enclosed Notes and Instructions to candidates before filing this form

1. Post Applied for: .....

Date of Advertisement.....

2. National Identity No. .....

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Marital Status: Married ☐ Single ☐ Other: .....

Surname: *(in block letters)* .....

Other Names: *(in block letters)* .....

Maiden Name: *(if applicable)*.....

3. Residential Address: *(in block letters)* .....

.....

Phone No: Office:..... Home:..... Mobile..... Email Address:.....

Date of Birth:..... Age:..... Place of Birth:.....

Nationality: ..... Certificate No. *(if Naturalised)*.....& Date:.....

4. SECONDARY ORDINARY LEVEL

State whether Cambridge S. C. or Cambridge G.C.E. or London General Certificate of Education (Ordinary Level)

.....

Month/Year | Exam. Centre No. | Index No.

Subject	Grade
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Result..... Aggregate.....

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Month/Year | Exam. Centre No. | Index No.

Subject	Grade
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Result..... Aggregate.....

5. SECONDARY ADVANCED LEVEL

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

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Month/Year | Exam. Centre No. | Index No.

Subject	Level	Grade
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Level — Principal, Subsidiary, Advanced Subsidiary

Result.....

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Month/Year | Exam. Centre No. | Index No.

Subject	Level	Grade
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Level — Principal, Subsidiary, Advanced Subsidiary

Result.....

6. Other Secondary Qualifications *(e.g. Baccalaureate, Matriculation, Secondary & Higher Secondary Certificates from Overseas).*

Note : Attach photocopies of marksheets/result slips and equivalence of certificates *(if available)*

Examining Body.....

Country.....Year.....

Certificate.....

Subject	Grade
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Marks	Percentage
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Result.....

TOTAL.....

7. TECHNICAL AND VOCATIONAL QUALIFICATIONS *(e.g. Typing and shorthand, B.A.P., Technician Certificate, I.V.T.B Certificate (NTC) etc.)*

Name of University/Examining Body.....Country.....

Duration of course/Study: From.....To.....Part Time ☐ Full Time ☐ Distance Education ☐

Specify (i) exact qualifications obtained.....Class/Division/Level.....

(ii) Date of result:.....

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

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8. **DIPLOMA QUALIFICATIONS** *(Below Degree Level) (Attach photocopies of marksheets)*

Name of University/Examining Body……Country……..

Duration of course/Study: From……..To……..Part Time ☐ Full Time ☐ Distance Education ☐

Specify (i) exact qualifications obtained……..……..Class/Division/Level……..

(ii) Date of result:……..

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

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…… ……

9. **DEGREE/PROFESSIONAL QUALIFICATIONS** *(Attach photocopies of marksheets)*

Name of University/Examining Body……Country……..

Duration of course/Study: From……..To……..Part Time ☐ Full Time ☐ Distance Education ☐

Specify (i) exact qualifications obtained……..…….. Class/Division/Level……..

(ii) Date of result:……..

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

…… ……

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…… ……

10. **POST DEGREE QUALIFICATIONS** *(Attach photocopies of marksheets)*

Name of University/Examining Body……Country……..

Duration of course/Study: From……..To……..Part Time ☐ Full Time ☐ Distance Education ☐

Specify (i) exact qualifications obtained……..……..Class/Division/Level……..

(ii) Date of result:……..

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

…… ……

…… ……

…… ……

11. **Other Qualifications as laid down in the advertisement** (e.g. Driving License (Specify type), First Aid, IT, music, arts, culture, etc, Specify date)

12. **Experience and skills relevant to the post applied for** *(Attach documentary evidence) Attached also you CV.*

13. EMPLOYMENT HISTORY

(i) Present Employment

Post held	*Temporary/Substantive*	*Min./Dept.*
……	……	……
Date of Present Appointment	*Date of Confirmation in the Service*	*Present Salary per month Rs*
|_|_|_|_|_|_|	|_|_|_|_|_|_|	……

(ii)Previous Employment

Post held	*Temporary/Substantive*	*Min/Dept*	*Date of Appointment*
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……	……	……	……
……	……	……	……

14. (a) Have you been the subject of an investigation/enquiry for an offence during the last 10 years?

Answer Yes or No……If Yes, indicate nature of offence and date of outcome.

……

……

(b) Have you ever 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 discharge) :-

……

……

15. Have you ever resigned or retired or been dismissed from your employment on any grounds whatsoever?

Answer Yes or No……If Yes, give details: -

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I*MPORTANT* – PLEASE READ THE ADVERTISEMENT CAREFULLY: Incomplete, inadequate or inaccurate filing ofthe 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

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:……..

MAURITIUS SOCIETY OF AUTHORS

NOTES AND INSTRUCTIONS TO CANDIDATES

(1) The Application Form should be completed in the candidate's own **handwriting** and forwarded to the Director, Mauritius Society of Authors, MASA House, Avenue des Artistes, Beau-Bassin, Mauritius.

(2) It is very important for the candidate to indicate his/her National Identity Number in the space provided at item 2 of the Application Form. **Also enclosed your CV**.

(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

(4) 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 Director of the Organisation 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, testimonials, certificate of character 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/her application, the details must be given on an additional sheet to be annexed thereto.

(10) A candidate should **immediately** inform the Organisation about any change of address.

(11) A candidate who is proceeding abroad, should **immediately** inform the Organisation of his/her overseas address and the expected date of his/her return.

(12) Recruitment by the Organisation 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.

(13) 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 Organisation or the Chairperson or Board members or any officials shall commit an offence and shall on conviction be liable to a fine and to imprisonment.

(14) The Organisation reserves the right to convene for interview **only** the best qualified candidates.

(15) The Organisation will not give any reason to candidates not convened for interview.