



# TOURISM EMPLOYEES WELFARE FUND

## Application Form

(FILL IN BLOCK LETTERS, PLEASE)

### 4. SECONDARY ORDINARY LEVEL

State whether Cambridge S.C. / G.C.E OR London General Certificate (O Level)

Year \_\_\_\_\_

Subjects:	Grade

Year \_\_\_\_\_

Subjects:	Grade

Please attach documentary evidence.

### 5. SECONDARY ADVANCED LEVEL

State whether Cambridge H.S.C. / G.C.E or London General certificate ( A Level)

Year \_\_\_\_\_

Principal Subjects:	Grade
Subsidiary Subject:	
General Paper	

Year \_\_\_\_\_

Principal Subjects:	Grade
Subsidiary Subject:	
General Paper	

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**6. TECHNICAL / VOCATIONAL** (e.g. *Typing and shorthand, B.A.P., Technician Certificate, etc.*)

Specify exact qualifications obtained _____	Class/Division/Level _____
Specify University/Examining Body _____	Country _____
Duration of course/study: From _____	To _____

<u>Subjects</u>	<u>Subjects</u>	<u>Subjects</u>

**7. Other Qualifications as laid down in the advertisement** (e.g **Diving License** (specify type), **First Aid** , **IT** etc (specify date)

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**8. Experience and skills relevant to the post applied for** (*Attach documentary evidence.*)

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**EMPLOYMENT HISTORY**

**9(i) Present Employment** (*Attach documentary evidence.*)

<i>Post held</i>	<i>Temporary/Substantive</i>	<i>Organisation</i>	<i>Date of Appointment</i>
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_____	_____	_____	_____
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**(ii) Previous Employment** (*Attach documentary evidence.*)

<i>Post held</i>	<i>Temporary/Substantive</i>	<i>Organisation</i>	<i>Date of Appointment</i>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**10 (a) Have you ever been prosecuted before a court of law for any offence and subsequently found guilty?**

Yes or No \_\_\_\_\_ If yes, give details (*court, charge, date, sentence - e.g. prison, fine, caution or conditional discharge*):-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(b) Have you ever resigned or been dismissed or retired from the Public Service or any other organisations?**

Yes or No \_\_\_\_\_ If yes, give details:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**11. IMPORTANT -**

**PLEASE READ THE ADVERTISEMENT CAREFULLY:**

**Incomplete, inadequate or inaccurate filling of this application 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 or, if a candidate has already been appointed, to the termination of the appointment.**

**12. DECLARATION**

I, \_\_\_\_\_, the undersigned applicant, declare that the particulars in this application are true and accurate to my knowledge and that I have not wilfully suppressed any material fact.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **TOURISM EMPLOYEES WELFARE FUND**

### **Scheme of Service**

- Post:** Driver/ Office Attendant
- Salary:** Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 – 27400
- Qualifications:** By Selection from among candidates who-
- (i) Possess the Certificate of Primary Education or the Primary School Achievement Certificate
  - (ii) Possess a valid driving licence (manual gear) to drive cars or vans up to five tons or buses (30 seater)
  - (iii) Have a basic knowledge of mechanics and simple maintenance; and
  - (iv) Have a Good eyesight.
- Note:**
- The selected candidate will be required to undergo a medical test to be carried out by the Ministry of Health and wellness to assess their eyesight.
- Candidates should produce written evidence of any knowledge claimed.
- Duties:**
1. To drive the Tourism Employees Welfare Fund's vehicles for the conveyance of staff, materials, and equipment in connection with the activities of the Fund
  2. To carry out simple checks/maintenance tasks including:
    - (a) checking of radiator or overflow tank for water level and filling up with water if necessary;
    - (b) checking of engine oil-level and topping up, if necessary; and reporting any unusual oil consumption
    - (c) Checking of fluids levels of brake master cylinder and clutch master cylinder and topping up, if necessary;

(d) Checking of wheel nuts for wheel tightness and checking of all wheels including spare wheel for tyre pressure and uneven/abnormal wear.

(e) monitoring mileage run/period vehicle is used, and inform the officer in charge of transport when servicing is due;

(f) washing and cleaning the vehicle's body and interiors;

(g) ensuring that the interior of the vehicle is kept clean at all time and free of dust;

(h) checking of battery electrolyte level and topping up, as and when necessary; and

(i) checking of all lights, horn, wipers, brake and clutch to ensure that they are in good working conditions.

- 3 To report any defect observed to the officer in charge of transport and take vehicle to workshop for repair/servicing as instructed by the latter.
- 4 To attend to minor repairs to vehicle such as cleaning of spark plugs, replacing of fuse or bulb, changing of tyres and making arrangements for mending of punctures in the event of breakdown on the road.
- 5 To keep a logbook and record issue of fuel, all movements, tyres and battery charges.
- 6 To perform messengerial duties such as running errands, dispatch of correspondence and distribution of files and documents
- 7 To open and close offices.
- 8 To operate a telephone switchboard/PABX console as and when required.
- 9 To clean premises and to maintain the physical environment at a good standard.
- 10 To assist in the arrangement of furniture and equipment withing office premises.
- 11 To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Driver/Office Attendant in the roles ascribed to him.