

To: The Secretary
Department of

APPLICATION TO BECOME A PERMANENT OFFICER

I wish to apply to become a permanent officer in the Public Service.

I was appointed as a probationary officer on to the following position

.....
(Designation) (Position Number)

I certify that I have fulfilled all the requirements to become a permanent officer as specified in the General Orders. Namely, that:

- 1) I have satisfactorily completed the Public Service Induction Course (or equivalent), and
- 2) My performance and conduct during my probationary period of employment has been satisfactory.

.....
(Applicants Signature) (Date)

TO BE COMPLETED BY APPLICANT'S SUPERVISOR

I have considered the above officer's application to be appointed as a permanent officer and certify/do not certify* that he has fulfilled all the requirements specified in the General Orders.

I certify/do not certify* that the officer's performance during his/her probationary year has been satisfactory as formally assessed through the staff appraisal scheme.

I therefore recommend/do not recommend* that the above named officer be appointed as a permanent officer.

.....
(Supervisor's Signature) (Date)

* Delete whichever is not applicable