

## APPLICATION FORM FOR PUBLIC SERVICE TRAINING LOAN

### Instructions to Applicants

1. Complete all relevant sections of the form.
2. Applicant **must** attach recent original pay slip (net salary after deduction of loan installment should not be below \$150).
3. Attach copy of ID.
4. Attach the University or College Invoice.
5. Attach offer or confirmation letter indicating the mode of study (block, full time, part time etc)
6. Attach time table for programmes pursued on private/part time basis.

**NB: Applications that do not comply with the above Instructions will be turned down.**

### SECTION 1. To: Secretary to the Public Service Commission

I, ..... (E.C. Number.....)

(Surname First)

do hereby apply for a loan of US\$..... to defray expenses detailed below.

### SECTION 2. (To be completed by the applicant) Other Personal Details

Date of Birth..... Age.....

ID No. ....

Date of Joining Service..... Present Post/Designation.....

Date: appointed thereto ..... Years in Service.....

#### Contact telephone numbers

(Land).....(Mobile).....E-mail.....

Residential Address..... Postal Address.....

I understand that the loan, if approved must be repaid to the Secretary to the Public Service Commission by salary stop order in terms of the "Acknowledgement of Debt" attached:

Course being undertaken.....

Full Name & Address of Institution providing course.....

Period of study :( From)..... (to).....

Current Level (e.g Part 2 Semester 1) .....

Applicant's signature..... Date.....

**SECTION 3. (To be completed by the Applicant's Ministry - Human Resources Department (Tick the Applicable))**

- 1. Does the applicant have any pending misconduct cases  Yes  No
- 2. Is the applicant on contract or notice pending resignation  Yes  No
- 3. State whether the member will be on private studies or block release  Private  Block release

Comments.....  
.....

Full Name..... Designation..... Signature.....  
Human Resources Department

For: Secretary for .....  
(Applicant's Ministry)

Date Stamp

**Section 4. (To be completed by the Public Service Commission-Accounts Department )**

The above loan is **Approved/Not approved** (delete the inapplicable)

Name..... Signature..... Date.....

For: Secretary  
Public Service Commission

**ACKNOWLEDGEMENT OF DEBT (Must be completed by the Applicant on relevant sections only)**

I, ..... hereby acknowledge

*(Applicant's Full name in block letters)*

to be truly and lawfully indebted to the Public Service Commission to the sum of US\$..... being money lent and advanced to me for the purpose of .....

I hereby undertake to repay the same by monthly stop order on my salary at the rate of US\$..... for the first month and US\$..... per month thereafter, and the first payment commencing on the ..... day of ..... 20.....

Dated at ..... this ..... day of ..... 20.....  
(place) ( day) (month) (year)

Applicant's Signature..... Date ..... at .....

Witness' .....  
(Full name In block letters) (Signature) (Date)