


**APPOINTMENT
OFFICER OR SENIOR EMPLOYEE**

1. MINISTRY AND DEPARTMENT		Z I M B A B W E  G O V E R N M E N T		FOR SALARY SERVICE BUREAU USE		
				SECTION	DEPARTMENT/ STATION	EMPLOYEE CODE NUMBER
2. DESIGNATION OF POST		<i>(Mark appropriate boxes)</i> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 3. VACANT <input style="width: 40px; height: 20px;" type="checkbox"/> 5. ESTABLISHED <input style="width: 40px; height: 20px;" type="checkbox"/> </div> <div style="width: 45%;"> 4. SUPERNUMERARY <input style="width: 40px; height: 20px;" type="checkbox"/> 6. UNESTABLISHED <input style="width: 40px; height: 20px;" type="checkbox"/> </div> </div>				
7. SURNAME :				8. FIRST NAMES:		
9. DATE OF APPOINTMENT		10. PERIOD OF APPOINTMENT		11. STATION		12. DATE ASSUMED DUTY
13. DATE OF BIRTH		14. NATIONALITY		15. SEX		16. MARITAL STATUS <i>(single, married, widowed, divorced)</i>
17. TERMS OF APPOINTMENT <i>(probation, employee, daily or hourly paid, contract)</i>			18. PRESENT CITIZENSHIP		19. COUNTRY OF ORIGIN	
20. GRADE (and designation)						
21. SALARY SCALE (first and last scale)			22. SALARY ON APPOINTMENT		23. SALARY CODE	
24. SALARY BASED ON – If accepted by Public Service Commission proof still required; If approved by Public Service Commission, no further proof required.						
25. PREVIOUS GOVERNMENT SERVICE (periods and ministries)				EMPLOYEE CODE NUMBER <i>(if known)</i>		
26. APPOINTMENT SUBJECT TO PRODUCTION OF THE FOLLOWING DOCUMENTS TO THE PAYMASTER, SALARY SERVICE BUREAU <i>(certified Photostat copies are recommended) ("A"- attached, "N" – not applicable, "O" to be obtained and forwarded)</i>						
Proof of qualification		<input style="width: 40px; height: 20px;" type="checkbox"/>		Satisfactory medical certificate		<input style="width: 40px; height: 20px;" type="checkbox"/>
Proof of experience		<input style="width: 40px; height: 20px;" type="checkbox"/>		Advice of assumption of duty (if not given above)		<input style="width: 40px; height: 20px;" type="checkbox"/>
Proof of date of birth		<input style="width: 40px; height: 20px;" type="checkbox"/>				
27. OTHER DOCUMENTS REQUIRED OR APPROVED <i>(certified Photostat copies are recommended)</i> <i>("A" – attached, "N" – not applicable, "O"- to be obtained and forwarded to Director Salary Bureau).</i>						
Tax coding advice		<input style="width: 40px; height: 20px;" type="checkbox"/>		Marriage certificate		<input style="width: 40px; height: 20px;" type="checkbox"/>
Divorce decree		<input style="width: 40px; height: 20px;" type="checkbox"/>		Citizenship advice		<input style="width: 40px; height: 20px;" type="checkbox"/>
28. APPOINTMENT TO THE FIXED ESTABLISHMENT The period of two years immediately following appointment / promotion to officer grade will be probationary, which period may be extended by the Commission in circumstances where my conduct and efficiency have not been satisfactory						
29. APPROVED BY HEAD OF MINISTRY Date.....Signature <div style="text-align: right; margin-right: 100px;"><i>For: Secretary for Public Works</i></div>						
30. PUBLIC SERVICE COMMISSION <i>(for records or where the Public Service Commission has to be involved in the appointment)</i> Date.....Signature <div style="text-align: right; margin-right: 100px;"><i>For: Secretary, Public Service Commission</i></div>						
31. ACCEPTED BY APPOINTEE 1. I have read, understood and accepted the appointment on the terms given above; 2. I certify that the official secrets Act (16/1970) has been brought to my attention; 3. I also certify that I have not been convicted of any offence in any country and am not presently under any suspension or Police investigation; 4. I understand that at the expiry of two years with no adverse reports I will become an established officer automatically, unless I have elected not to become one Date.....Signature.....						