

18. How proficient would you say you are with Microsoft Word and Excel?

Basic (save, copy, paste, formatting, etc.) Moderate (mail-merge, formulas, etc.) Advanced (macros, databases etc.)

19. If you are awaiting results for examinations / courses taken, please give details below.

20. If you intend to sit examinations / courses this year, please give details below.

Section C - EMPLOYMENT RECORD

21. Present Occupation 22. Name of Present Employer 23. Salary (*per annum*)

\$

24. Previous Employments for the past three (3) years (*If different from above*)

DATE		OCCUPATION	NAME, ADDRESS & CONTACT NO. OF PREVIOUS EMPLOYERS
FROM (mm / yyyy)	TO (mm / yyyy)		

25. If you presently hold a scholarship or bursary, please state below, the source of your award and whether you have any obligation in regard to service.

26. If you presently have any obligation in regard to service in respect of any course of training already undertaken, please state below the details of the/those obligation(s).

27. Have you made any application to any other Body for a scholarship, bursary or financial assistance?

Yes No

28. If you have previously applied for this programme state how many times and the month and year of the applications.

SECTION D - SURETIES

29. Give the names, addresses and occupation of three persons who will be willing to act as sureties to a bond which you will be required to sign if you are selected for the award of a scholarship.

NAME	ADDRESS	CONTACT No.	OCCUPATION
a)			
b)			
c)			

30. Please select, from the following Revenue Service Centres, your 1st and 2nd choices of placement upon completion of the programme. (1) Kingston; (2) St. Andrew; (3) Mandeville and; (4) Montego Bay

1st Choice 2nd Choice

Signature of Applicant *Date*

<p style="text-align: center;">NOTES</p> <p>Note 1: Civil Servants – Please submit your completed Form through the Permanent Secretary / Head of Department or the Chief Personnel Officer</p> <p>Note 2: Private candidates – Please submit your completed Form to Tax Administration Jamaica, 6th Floor, UDC Building, 12 Ocean Boulevard, Kingston</p> <p>Note 3: Any change of address must be notified immediately.</p>	<p style="text-align: center;">FOR OFFICIAL USE</p> <p>Comments of the Permanent Secretary/Head of Department as to the suitability and granting approval for this training.</p> <p>_____ <i>Title</i> <i>Signature</i> <i>Date</i></p> <p>Committee's Decision: <input type="checkbox"/> Short-list Applicant <input type="checkbox"/> Forgo Applicant</p>
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