



C O N F I D E N T I A L
ANGUILLA PUBLIC SERVICE
VACANCY FORM

FROM: _____

Head of Department

TO: _____

Permanent Secretary

DATE: _____

Dd/mm/yr

I should be grateful if you would advise the Deputy Director Human Management (via the Permanent Secretary, Public Administration) on the filling of the vacancy identified below:

DEPARTMENT:			
POST:		SALARY SCALE:	
HEAD	ITEM	NO. OF VACANCIES	DATE OF VACANCY
DUTIES: (attach details)			
QUALIFICATIONS AND EXPERIENCE REQUIRED:			
RECOMMENDATION OF HEAD OF DEPARTMENT:			
Signed: _____			
DATE: _____		Designation: _____	
RECOMMENDATION OF THE PERMANENT SECRETARY IN MINISTRY:			
<p>I certify that the particulars above are correct and that there is no objection on financial or personnel grounds to the vacancy being filled with effect from _____.</p> <p>The terms of the draft advertisement are correct, and I support/do not support the recommendation above.</p> <p>DATE: _____</p> <p style="text-align: right;">Signed: _____ Permanent Secretary</p>			
<i>*To be prepared in triplicate.</i>			



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