



**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:**

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

\_\_\_\_\_.

The terms of the draft advertisement are correct, and I support/do not support the recommendation above.

DATE: \_\_\_\_\_

Signed: \_\_\_\_\_  
Permanent Secretary

*\*To be prepared in triplicate.*



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

**FROM:** \_\_\_\_\_

**TO:** \_\_\_\_\_

**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:

<b>DEPARTMENT:</b>			
<b>POST:</b>		<b>SALARY SCALE:</b>	
<b>HEAD</b>	<b>ITEM</b>	<b>NO. OF VACANCIES</b>	<b>DATE OF VACANCY</b>
<b>DUTIES:</b> See attached			
<b>QUALIFICATIONS AND EXPERIENCE REQUIRED:</b> See attached			
<b>RECOMMENDATION OF HEAD OF DEPARTMENT:</b>			
		Signed: _____	
DATE: _____		Designation: _____	

**RECOMMENDATION OF THE PERMANENT SECRETARY IN MINISTRY:**

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 \_\_\_\_\_.

The terms of the draft advertisement are correct, and I support/do not support the recommendation above.

DATE: \_\_\_\_\_

Signed: \_\_\_\_\_  
Permanent Secretary

*\*To be prepared in triplicate.*