

## PERSONAL RECORD FORM

**A: GENERAL**

1. Name in Full .....
2. Date of Birth .....
3. Designation .....
4. Date of First Appointment .....
5. Date of Confirmation .....
6. Establishment: (i) Tanganyika Civil Service) Delete  
(ii) Personable/Provident Fund contract) Whichever is  
(iii) Subordinate service (note applicable)  
(iv) Temporary
7. Tribe/Nationality .....
8. Religion .....
9. Place of domicile (Full Address).....  
.....
5. In case of non – Tanganyika African date who other acquired Citizenship and if so Quote registration No. ....
6. Marital status .....
7. Number of children (give dates of birth) 1.....2.....  
3.....4.....5.....

**B: EDUCATION AND EXPERIENCE**

1. Standard passed and date .....
2. Name of School .....
3. Course take .....
4. Training Centre of College .....
5. Knowledge – shorthand .....W.P.M.....Typing.....
6. Previous experience (Full dates of services with dates.....
7. Language spoken .....

**C: SALARY:**

1. Commence salary .....
2. Salary scale.....
3. Salary paid from Head .....

**D: NEXT OF KING.**

1. Name in Full .....
2. Relationship .....
3. Full Address .....

**E: SIGNATURE OF THE EMPLOYEE.**

Signature ..... Date.....

**F: SIGNATURE OF THE EMPLOYER.**

Signature ..... Date.....