



**PASSPORT  
PICTURE**

**THE MINISTRY OF INTERNAL AFFAIRS**

**AND**

**THE SIERRA LEONE CORRECTIONAL SERVICE (SLCS)**

**APPLICATION FORM FOR RECRUITMENT INTO THE SLCS- 2024**

(Please read the guidelines below before filling this application form)

**A. ELIGIBILITY**

1. Applicant **MUST** be between the ages of:
  - 18- 30 years (School Leavers)
  - 18- 35 years (Graduates; Specialists)
2. Applicant **MUST** be a Sierra Leonean
3. Applicant **MUST** be physically and mentally fit
4. Applicant **MUST** have no criminal record
5. Applicant **MUST** have sat to the WASSCE, save technically inclined persons with certificate from notable learning institutions
6. Applicant who has acquired a degree, shall have acquired such from a recognized university
- 7.

**B. RELEVANT DOCUMENTS**

1. Photocopy of academic/vocational/trade certificate(s)
2. Photocopy of birth certificate
3. Photocopy of National Identification Card
4. Two recent passport sized photographs

## PART 1 - PERSONAL DETAILS

Hard copies of completed applications **MUST** be submitted at either the SLCS Headquarters in Freetown or Regional Headquarters.

Please fill the sections below in **Block** Letters

Surname: \_\_\_\_\_

Other Names \_\_\_\_\_

Personal Contact Number(s): \_\_\_\_\_

Present Address: \_\_\_\_\_

Sex: Male \_\_\_\_\_  
Female \_\_\_\_\_

National ID Card Number No. (NCRA): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

District/Province of Application: \_\_\_\_\_

Religion: \_\_\_\_\_

Name of Next of Kin: \_\_\_\_\_

Next of Kin Contact's Number: \_\_\_\_\_

Address of Next of Kin: \_\_\_\_\_

## PART 2 – APPLICATION FOR POSITION

### Section A: Overview of Employment

Please ensure your full career history is clearly outlined below (If you took a career break, spent time out of work, please include this information so there are **no gaps in your career history** from when you left full-time education to the present date.)

Summary of Employment History			
From	To	Title/Position	Employer

### Detailed Outline of Career History Relevant to this Role

From	To	Title/Position	Employer	Duties <i>(It is <b>not</b> necessary to provide detailed information on duties/tasks unless pertinent to the application)</i>
Reason for leaving this employment				

From	To	Title/Position	Employer	Duties <i>(It is <b>not</b> necessary to provide detailed information on duties/tasks unless pertinent to the application)</i>

<b>Reason for leaving this employment</b>	
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From	To	Title/Position	Employer	Duties <i>(It is <b>not</b> necessary to provide detailed information on duties/tasks unless pertinent to the application)</i>
<b>Reason for leaving this employment</b>				

From	To	Title/Position	Employer	Duties <i>(It is <b>not</b> necessary to provide detailed information on duties/tasks unless pertinent to the application)</i>
<b>Reason for leaving this employment</b>				

## Section B: Educational and Continued Personal Development Details

Starting with your most recent qualification, please provide details of your Education, Academic Achievements; Professional or Technical qualifications held (if any):

Full Title of Degree/Qualification(s) Held	Date Obtained	Grade Obtained	University, College or Examination Authority

## Section C: Referees

	Please provide a minimum of <u>two</u> referees (starting with your current employer)			
	Name	Organisation & Position Held	Relationship to you	Contact details
1				Phone: Email:
2				Phone: Email:
	Do you require notification before your referees are contacted?		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Section D: **Applicant's Declaration & Certification**

**Please Note:**

- Applicants may be disqualified from further consideration or appointment if they provide false or misleading information as part of their application. Canvassing will disqualify.
- All pages of the application form must be submitted by hand to allow for count.
- All applications must have a written signature. Failure to sign this declaration will render it invalid.
- I have read and fully understand the eligibility criteria and confirm that I satisfy all requirements.
- I confirm that all information provided in this application form is correct.

Signed: \_\_\_\_\_  
(Applicant)

Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Title of Moral Guarantor: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Please include Official Stamp)

Address: \_\_\_\_\_

Date: \_\_\_\_\_

- ***Please note that serving personnel of the Sierra Leone Correctional Service are not allowed to serve as Moral Guarantor.***

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**FOR OFFICIAL USE ONLY**

I have thoroughly scrutinized this Application Form and found that information required have been provided on the Applicant's Form and hereby confirm:

(1) Compliance \_\_\_\_\_ (2) Non Compliance \_\_\_\_\_

\_\_\_\_\_  
No. Rank Name Signature Date



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