

APPLICATION FOR: ... RETENTION... REPOSTING ... RE-ALLOCATION... DISCHARGE

NOTES: 1. Place cross in appropriate in boxes
2. * Delete which ever not applicable

SECTION 1													TYPE OF APPLICATION			
Retention in Present Posting						Re-allocation to another Employment				Discharge						
Reposting to another unit						Re -allocation to another element										
Unit of Preference (if Appl.)						Preference of Employment (if appl.)										
SECTION 2													PERSONAL DETAILS			
Service Number			Rank			Family Name				Given Names						
Date of birth						Marital Status				Date of Marriage (if Appl)						
Details of Next of keen		Name			Relationship			Address:								
Dependents Adults		Name			Relationship			Address								
Dependents (Children)		Sex	Age	Sex	Age	N/A	Sex	Age	N/A	Sex	Age	Sex	Age			
Have you been allocated			Yes, state date of allocation and location													
A Married Quarter?			No, state your position on Waiting list													
Date of Enlistment		Initial Engagement		Date of Last Engagement		Current Pay Level		Posting in Unit / Sub unit								
		Yes	No													
Brief summary of statement(include as attachments your details statement, together with any Documentary evidence, e.g.; medical certificate, proof of debts, etc...)																
										Para	No	Line	No			
										PSN	#					
List Additional Persons Who Can Verify Your Statement																
Family Name			Relationship			Address										
SECTION 3													CERTIFICATES TO BE COMPLETED BY APPLICANTS			
a. IN CASE OF RE- POSTING , RETENTION OF RE-ALLOCATION																
(1) I am aware that the cost of removal of my family is and effects maybe at my own expense if my *re-posting /reallocation Is granted.																
(2) I * am /am not prepared to relinquished *rank/ pay level to secure my * reposting / retention/re-allocation.																
(3) I *am/am not prepared to change my employment to secure * reposting/retention re-allocation.																
b. IN THE CASE OF DISCHARGE																
I am aware of and understand, that should I discharge at my own request prior to completion of my engagement that:																
(1) Gratuity in respect of the engagement unconditional at the date of discharge is payable if the Higher Authority approves, but in any Case, gratuity is payable only in respect of completed year of service.																
(2) Furlough or pay in lieu is granted only if the required qualifying period has been served.																
(3) Certain removal and travel entitlements may be forfeited.																
..... (Signature of witness)		 (Signature of Applicant)				 (Date)								

