

BOTSWANA PUBLIC SERVICE COLLEGE

Employment Confirmation Form

(Public Officers, Internship, Tirelo Sechaba, Temporary staff and Parastatals Only)

Important Instructions: This verification form must be completed by the applicant's respective Human Resources Department/Section to confirm active deployment within the Public Service. Authorized validation is a mandatory prerequisite for institutional e-learning registration.

Submission: Scan it and upload it during the registration. Only soft copy is allowed. No hand delivered forms will be accepted.

SECTION A: APPLICANT INFORMATION

Full Name (Block Letters):

Omang / National ID No:

Official Email Address:

Contact Phone Number:

SECTION B: EMPLOYMENT DETAILS

Ministry / Department:

Sub-Division / Station:

Current Position / Title:

SECTION C: HUMAN RESOURCES AUTHORIZATION

"I hereby certify that the employee named above is a bona fide employee currently employed within this Ministry/Department."

Supervisor/Admin/HR Officer Name

Designation / Title:

Signature:

Date:

Official Institutional
Stamp Here

FOR BPSC ADMINISTRATION USE ONLY

Verification Status:

Approved

Rejected

Processed By:

Signature:

Date Received: