



**Department of Education, Innovation and Gender  
Relations**

**Human Resource Management Unit**

**JOB LETTER REQUEST FORM**

DATE OF APPLICATION: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

OCCUPATION/POST: \_\_\_\_\_

SCHOOL/UNIT: \_\_\_\_\_

DATE OF ENTRY INTO SERVICE: \_\_\_\_\_

SALARY/WAGES: \_\_\_\_\_

**PURPOSE OF JOB LETTER**

RECOMMENDATION

VISA       US       Canadian       Other \_\_\_\_\_

FINANCIAL

OTHER: Please specify \_\_\_\_\_

Please state name and address of **receiving** institution below:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

*Request takes up to 5 working days to process*