



## APPLICATION FOR EMPLOYMENT FORM

Please complete this form in BLOCK letters as appropriate and submit to the Registrar/CEO, Nairobi Centre for International Arbitration, Co-operative Bank House, P. O BOX 548, 00200 NAIROBI, KENYA. Complete the information required in BLOCK letters, electronically (download filled form to sign) scan and submit the form online to [recruitment@ncia.or.ke](mailto:recruitment@ncia.or.ke) as an attachment or access the downloadable PDF form to deliver at our office address provided. Incomplete forms will not be accepted. **PLEASE DO NOT ATTACH COPIES OF CERTIFICATES OR TESTIMONIALS**

### 1. Vacancy Applied For

Vacancy/Post:.....Job Grade:.....

### 2. Personal Details

Name of applicant.....Title.....

(Surname)                      First Name                      Other Name(s)                      (Prof/Dr/Mr/Mrs/Miss/Mr/Rev)

Date of Birth.....Gender: Male                       Female

Nationality:.....ID NO/Passport No:.....Employment/PNo:.....

Address:.....Postal Code:.....

Home County:.....District:.....Constituency:.....

Telephone:.....Mobile:.....Email address:.....

Alternative contact person:.....Telephone.....

### 3. Applicants in the Public Service only

Ministry/Department/Local Authority/Other Public Institutions:.....Station:.....

Present Substantive Post:.....Job Group:.....effective date:.....

Upgrading (if applicable) post:.....effective date:.....

Terms of Service  Permanent & Pensionable  Contract  Temporary

### 4. Applicants in Private/NGO/Other Sectors

Current employer:.....Position held:.....effective date:.....

Salary: (monthly)Ksh.....

### 5. Other Details

Indicate the language(s) you are proficient in.....

Do you suffer from any physical impairment? Yes                       No

If yes give details:.....





**8. Employment Details (starting with the most recent) \***

Year		Employer's Name	Position/ Rank/Designation	Job Group/Gross Monthly Salary (Ksh.)
From	To			

9. Briefly state your current duties, responsibilities and assignments.....  
 .....  
 .....
10. Please give details of your abilities, skills and experience which you consider are relevant to the position applied for. The information may include an outline of your most recent achievements and your reasons for applying.....  
 .....

**11. Personal References**

*The names of distinguished persons should not be used unless they really know you well; the names of relatives or those from whom you send testimonials should not be used. The names of members or staff of NCIA should not be used.*

1. Full Name:.....  
 Address:.....  
 Telephone No:.....E-Mail address:.....  
 Occupation:.....  
 Period for which he/she has known you:.....

2. Full Name:.....  
 Address:.....  
 Telephone No:.....E-Mail address:.....  
 Occupation:.....  
 Period for which he/she has known you:.....

**Declaration:**

I hereby certify to the best of my knowledge that the particulars given on this form are correct and I understand that any incorrect information may lead to disqualification/legal action.

Date:.....  
 (dd-mm-yyyy) Signature of the Applicant

**Complete the form in BLOCK LETTERS, electronically (download filled form to sign) scan and submit the form online to [recruitment@ncia.or.ke](mailto:recruitment@ncia.or.ke) as an attachment.**

CO-OPERATIVE BANK HOUSE P. O BOX 548 – 00200 Tel: (+254) 771 293 055, (+254) 020 – 222 4029, email: [recruitment@ncia.or.ke](mailto:recruitment@ncia.or.ke)

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