

**EMPLOYMENT APPLICATION FORM**

**GENERAL INSTRUCTIONS**

Please complete all sections of this form as appropriate. If the spaces provided are inadequate, you may use a separate sheet and attach to the form. You are also required to attach copies of your National Identity Card/Passport, Academic Certificates, Professional Certificates and Testimonials.

**PART A: VACANCY APPLIED FOR**

1. Job Title .....
2. Ref No.....

**PART B: PERSONAL DETAILS**

1. Surname:.....Middle name.....Other name.....
2. (i) Gender: Male      Female      (ii) Date of Birth: (dd/mm/yyyy).....
3. National ID/Passport No.: .....
4. Nationality: .....
5. Ethnicity: .....
6. Home County: .....
7. Current place of residence (County/town/village etc): .....
8. Are you living with disability? Yes      No  
If yes, give details of:  
a) Nature of disability: .....
- b) Details of Registration with the National Council for People with Disability (Registration No. and Date) .....

**PART C: PAY DETAILS**

1. Current/Most Recent Employer: .....
2. Current/Most Recent Position held: .....
3. Current/Most Recent Gross Salary: .....
4. Expected Gross Salary: .....

**PART D: CONTACT DETAILS**

1. Postal Address: ..... Code: ..... Town: .....
2. Telephone Number: .....
3. Email Address: .....
4. Name of Alternate Contact Person: .....
5. Telephone Number of Alternate Contact Person: .....

**PART E: SKILLS AND COMPETENCIES**

SKILLS/ COMPETENCIES (Pick from the key requirements in the advert)	Describe how you fit with the key requirements (Provide adequate details and examples)

## PART F: ACADEMIC AND PROFESSIONAL QUALIFICATIONS

### 1. ACADEMIC QUALIFICATIONS

Name of the Institution (University/College/School)	From (Year)	To (Year)	Qualifications obtained (level, and field) e.g. ▪ BSc. Statistics	Grade e.g. ▪ 1 <sup>st</sup> class ▪ Credit ▪ A plain

### 2. PROFESSIONAL/TECHNICAL QUALIFICATIONS

Name of the Institution (University/College)	From (Year)	To (Year)	Qualifications obtained (level, and Field) e.g. ▪ CPA/ACCA ▪ Higher Diploma	Grade e.g. ▪ Distinction ▪ Credit ▪ Pass

### 3. RELEVANT COURSES AND TRAINING ATTENDED

Name of Institution	From	To	Name of Course

### PART G: CURRENT MEMBERSHIP TO PROFESSIONAL BODIES

Professional Body	Membership/Registration No.	Membership Type (Associate, Full etc)	Date of Renewal

### PART H: EMPLOYMENT HISTORY

a) Give particulars of your employment history. (Start with the current or most recent position)

Name and Contact of Employer	Designation/Position	Job Grade/Scale and Gross Monthly Salary (Kshs)	From (Year)	To (Year)

b) Briefly state your duties, responsibilities and assignments in your current/most recent job.

c) Please give details of your abilities, skills and experience which you consider relevant to the position applied for. This information may include an outline of your most recent achievements and your reasons for applying for this post.

**PART G: REFEREES (People who have interacted with you professionally)**

1. Full Name: .....  
Occupation: .....  
Address: ..... Post Code: ..... City/Town: .....  
Mobile No: ..... E-mail address: .....  
Period for which the referee has known you:.....
  
2. Full Name: .....  
Occupation: .....  
Address: ..... Post Code: ..... City/Town: .....  
Mobile No: ..... E-mail address: .....  
Period for which the referee has known you:.....
  
3. Full Name: .....  
Occupation: .....  
Address: ..... Post Code: ..... City/Town: .....  
Mobile No: ..... E-mail address: .....  
Period for which the referee has known you:.....

**PART H: DECLARATION**

I, (Full Name) ..... certify that the particulars given on this form are correct and understand that any incorrect/misleading information may lead to disqualification and/or legal action.

**Signature of Applicant:** ..... **Date** .....