



Nairobi Centre
for International
Arbitration

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 1

PART A: VACANCY DETAILS

Job Title:

Ref No:

PART 2 : APPLICANT'S BIODATA

B. PERSONAL DETAILS

Surname:..... **Middle Name**.....

First Name.....**Other Names**.....

Gender:

Male

☐

Female

☐

National ID/Passport No.....

Date of Birth (dd/mm/yyyy).....

Nationality.....

Ethnicity.....

Home County.....

.....
Current place of residence
(County/town/village etc):

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 (RegistrationNo. and Date)

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C. CONTACT DETAILS

Postal Address: **Code:** **Town:**

Telephone Number:

Email Address:

Name of Alternate Contact Person: **Telephone Number:**

Current Employer:

Public Service ☐ Private ☐ Academia ☐ Corporate ☐

Others Specify

Substantive Position:

Effective Employment date:

Pensionable ☐ Contract ☐

Others Specify

Current Gross Salary (Kshs.)

Expected Salary (Kshs.)

E. ACADEMIC QUALIFICATIONS (Starting with The Highest)

[illegible]

F. PROFESSIONAL QUALIFICATIONS (Starting with The Highest)

Qualification (Diploma/Certificate)	Area of Specialization	Qualification obtained (level &field) NCIA/FCI Arb/CPA/ACCA/ Diploma etc.	Institution	From (dd-mm- yyyy)	To (dd-mm- yyyy)

G. REGISTRATION/MEMBERSHIP TO PROFESSIONAL BODIES *(Where applicable)*

Professional Body	Membership or Registration No.	Date of Admission	Membership Level/Type	Practice Status Active/Inactive/Other

H. RELEVANT COURSES AND TRAININGS ATTENDED LASTING NOT LESS THAN ONE (1) WEEK (starting with the latest excluding Certificate of Participation and Attendance)

[illegible]



I. EMPLOYMENT DETAILS - WHERE APPLICABLE (Starting with the Current or Most Recent)

Position	Institution	Employment Sector (e.g. Public, Private, Corporate, Academia)	Start date (dd-mm- yyyy)	End date (dd-mm- yyyy)	Period (e.g. 9 Years, 2 Months, 5 Days)

PART 4

J. OTHER PERSONAL DETAILS

Have you ever been convicted of, or cautioned for, any criminal offence or are any other proceedings pending against you?

Yes ☐

No ☐

If yes, please give details

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Have you ever been dismissed or otherwise removed from employment or other engagement?

Yes ☐

No ☐

If yes, please give details

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NOTE: (Declaring the above information will not necessarily debar an applicant from employment in the Centre. Each application will be considered on its own merit)

Referees (people who have interacted with you professionally)

K. REFEREES

REFEREE 1

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

REFEREE 2

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

REFEREE 3

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

L. OTHER ATTACHMENTS

Use this checklist to confirm that you have attached all documents that are required.

S/No	Documents	
1	Duly filled employment form	
2	Detailed Curriculum Vitae (CV)	
3	Academic Certificates	
4	Professional Certificates	
5	Copies of Testimonials	
6.	Identification Card/Passport	
7	Cover Letter	

M. FINAL DECLARATION AND SIGNATURE

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

Date (dd-mm-yyyy)	Signature of Applicant (Upload scanned signature)