



REF: F-93-1-6

EMPLOYMENT APPLICATION FORM

GENERAL INSTRUCTIONS

This form contains 8(eight) parts from A to H and applicants are required to fill in all the parts clearly and accurately. If the spaces provided are inadequate, you can use a separate sheet and attach to the form. You are also required to attach copies of your national identity card/Passport, academic and professional Certificates.

PART A: PERSONAL DETAILS

1. Surname:.....Middle name.....Other name.....
2. (i) Sex :.....(ii) Date of Birth: (dd/mm/yyyy).....
3. Nationality.....
4. Ethnicity:.....
5. Disability Status (where applicable).....Type of Disability.....
6. Religion:.....
7. County of Birth:.....
8. Current place of residence (County/town/village).....
9. National ID/Passport No.:.....

PART B: CONTACT DETAILS

1. Postal Address:.....Code:.....Town.....
2. Physical Address.....



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3. Cell Phone Number:.....

4. Email Address:.....

PART C: DETAILS ON VACANT POST

1. Position Applied For:.....

2. Reference number of the position.....

3. Highest Academic Qualification.....

4. Highest Professional Qualification:.....

5. Membership to a Professional Body (if applicable).....

6. Skills/Competencies Match:

SKILLS/COMPTERENCIES (<i>Pick from the job advert</i>)	DESCRIBE YOUR FIT



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PART D: ACADEMIC AND PROFESSIONAL QUALIFICATIONS

State Schools and Colleges/institutions attended and indicate any professional/Educational/Technical qualifications obtained (Start with the most recent qualification).

a) ACADEMIC QUALIFICATIONS				
Name of the Institution (University/College/School)	From (Year)	To (Year)	Qualifications Obtained (level, and Field) e.g. <input type="checkbox"/> BSc.-Statistics <input type="checkbox"/> BSc. Math, IT etc	Grade e.g. <input type="checkbox"/> 1 st Class <input type="checkbox"/> Credit <input type="checkbox"/> A plain etc

b) PROFESSIONAL/TECHNICAL QUALIFICATIONS				
Name of the Institution (University/College)	From (Year)	To (Year)	Qualifications Obtained (Level, and Field)e.g. <input type="checkbox"/> CPA Part II- Section 3 <input type="checkbox"/> Higher Diploma in Human Resource Management <input type="checkbox"/> Certificate in Computer Packages etc.	Grade e.g. <input type="checkbox"/> Distinction <input type="checkbox"/> Credit <input type="checkbox"/> Pass etc.



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c) OTHER MERITS e.g. Language skills, ICT Skills, communication skills, resource mobilization skills etc.		
Merits	Level of expertise(Excellent ,Good ,Avarege,Beginner)	Work Experience(in months)

d) MEMBERSHIP TO PROFESSIONAL BODIES		
Name of Professional Body	Membership type	Membership Number

PART E: EMPLOYMENT HISTORY

Give particulars of your employment history. (Start with the current position)

Name , full Address of and contact details of employer	Position held	Brief description of duties performed	From (Year)	To (Year)



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PART F. COVER PAGE

(Maximum ½ a page) (In your own handwriting, apply for the position of your choice in the space provided)

PART G: REFERENCES

Name	Position	Phone number/ Email Address	Employer	Relationship to you	Remarks



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PART H: DECLARATION:

I, (Name).....hereby
certify that:

To the best of my knowledge, the particulars given on this form are correct.

Applicant's Signature..... **Date**