



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 may use a separate sheet and attach to the form. You are also required to attach copies of your national identity card/Passport, Copies of documents to support compliance with chapter six (6) of the Constitution of Kenya 2010, 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. Marital Status:.....
5. Ethnicity:.....
6. Disability Status (where applicable).....Type of Disability.....
7. Religion:.....
8. County of Origin:.....
9. Current place of residence (County/town/village etc):.....
10. National ID/Passport
No.:.....
11. Current Employer (if applicable).....
12. Current Position held:.....



13. Current Gross salary.....

14. Expected gross salary.....

PART B: CONTACT DETAILS

1. Postal Address:.....Code:.....Town.....

2. Physical Address.....

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 attained:.....

4. Highest Professional Qualification attained:.....

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

6. Skills/Competencies Match:

SKILLS/COMPTENCIES (<i>Pick from the job advert</i>)	DESCRIBE YOUR FIT (provide adequate details and examples)



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PART D: ACADEMIC AND PROFESSIONAL QUALIFICATIONS

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

1. 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.
2. 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.



3. OTHER MERITS e.g. Language skills, ICT Skills, communication skills, resource mobilization skills, Leadership/Management skills etc.		
Merits	Level of expertise (Excellent, Good, Average, Beginner)	Briefly describe how and when you have applied the skill/merits.
4. MEMBERSHIP TO PROFESSIONAL BODIES		
Name of Professional Body	Membership type	Membership Number
5. OTHER ACHIEVEMENTS/ANY RELEVANT INFORMATION (Briefly narrate in the space provided)		

PART E: EMPLOYMENT HISTORY

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

Name 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 1/2 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/postal address	Employer (if applicable)	Relationship to you	Remarks





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**