



# 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. (i) Nationality..... (ii) National ID/Passport No.....
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. Current Employer (if applicable).....
11. Current Position held:.....
12. Current Gross salary.....
13. 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.....

**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 <sup>st</sup> 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)

S/NO	Name and Contact details of Employer	Position held	Brief description of duties performed	From (Period)	To (Period)
1					
2					
3					
4					
5					



**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**

S/NO	Name	Position	Phone number/ Email Address/postal address	Relationship to you
1				
2				
3				



**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** .....