



APPLICATION FOR EMPLOYMENT FORM

Please complete this form as appropriate in **BLOCK** letters.

Position/vacancy applied for: _____ Job Grade: _____

1. Applicant's Personal Details:

a) Names: _____ b) Gender: Male () Female ()

c) Present Postal Address: _____ Code: _____ Town/ City _____

d) Permanent Postal Address: _____ Code: _____ Town/City _____

e) Email Address _____ f) Telephone No: _____

g) Mobile No: _____ h) Nationality _____

i) Ethnicity/ Tribe: _____ j) Date of Birth (Day/Month/Year): _____

k) Passport / I.D. Number _____ l) Home County _____

m) Sub County: _____ n) Constituency: _____

o) Marital status _____ p) Name of alternative contact person: _____

q) Telephone No: _____

r) Disability (if any); Specify: _____

s) Details of Registration with the National Council for People with Disabilities (Registration No. and Date)

t) State current status of employment and suitability for appointment: _____

u) What are your terms of employment currently? Contract () Temporary () Permanent () Casual () Part-time () Not in employment ()

2. Educational Background

a). List schools attended including Technical schools and other special training.

S/NO	Level of School	Name of Institution	Year Graduated	Achievement eg PhD, Masters, degree, Dip, Cert, 'O' Or 'A' Level	Course/ program & Specialization eg Msc, MIP, BA, KCSE, KCPE	Certificate No
i	University					
ii	Technical/ Tertiary college					
iii	High school					
iv	Primary school					
v						
vi						

b). List any professional/technical qualifications/ certifications relevant to the position (starting with the highest):

S/No.	Course / training programme	Duration	year	trainer	Award/ Achievement eg Diploma, Certificate etc	Certificate No
i						
ii						
iii						

c). Relevant courses and training or learning activities undertaken Lasting not less than One (1) week starting from the latest

Year	Trainer/ Institution	Name of Course	Details & Duration

c). Current Registration/Membership to Professional Bodies

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

c). Language capabilities (indicate level of fluency, speaking, writing and reading) e.g Proficient, fair, Excellent etc

Language (eg English)	Speaking	Writing	Reading

3. Professional Achievements (For professional & Technical Staff Only)

a). List any Publications you have written or any recognition achieved (Can use separate attachment):

b). List any consultancies you have participated in, or conducted in the past (Can use separate attachment):

c). List any educational/ professional materials you have produced in the past (Can use separate attachment):

4. Technical Competence/Skills (For Support & Auxiliary Staff Only)

List any professional or technical skills/competences you have for the current position (e.g Housekeeping, cooking, plumbing, carpentry etc):

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5. Employment History

a). List past employers beginning with the most recent. Provide as much details as possible.

Name and Address of Employer 1	Kind of Business Business Address &Phone:	Date Employed/Attachment/ Internship From: To:	Gross Salary:

Position Held (Designation) _____

Terms of Employment (eg Permanent/ casual/Temporary/ Attachment/ Internship): _____

Duties & Responsibilities _____

Reason for Leaving _____

Name and Address of Employer 2	Kind of Business Business Address & Phone:___	Date Employed Mo./Yr. From: To:	Gross salary:
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Position Held (Designation) _____

Terms of Employment (eg Permanent/ casual/Temporary/ Attachment/ Internship): _____

Duties & Responsibilities _____

Reason for Leaving: _____

Name and Address of Employer 3	Kind of Business Business Address & Phone:	Date Employed Mo./Yr. From: To:	Gross salary:
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Position Held (Designation) _____

Terms of Employment (eg Permanent/ casual/Temporary/ Attachment/ Internship): _____

Duties & Responsibilities _____

Reason for Leaving _____

6. Personal information

a) Do you suffer from any chronic condition? Yes () No () (If yes please indicate below)

b) Have you been convicted of a felony, fined or imprisoned for a violation of the law? Yes () No ()

c) If yes please state the nature of offense and consequence: _____

d) Have you ever been dismissed or otherwise removed from employment? Yes () No () If Yes, State reason(s) for dismissal/removal _____
Effective date (dd-mm-yyyy) _____

e) List hobbies, activities, clubs and organizations:

7. Career prospects:

a) Briefly state your personal /career ambition and professional goals: _____

8. References

List three (3) referees familiar with your work capabilities and integrity (Do not list relatives).

Name	Years known	Organization	Position	Address, Phone No. & Email

To the best of my knowledge, the answers to all the questions contained herein are true and correct. I have not knowingly given or withheld any information which might in any way lead to disqualification.

Date _____
(dd-mm-yyyy)

Signature: _____