EMPLOYMENT APPLICATION FORM

REPUBLIC OF KENYA

MANDERA COUNTY GOVERNMENT





OFFICE OF THE COUNTY PUBLIC SERVICE BOARD; P.O. BOX 356-70300, MANDERA

Please complete this form in **BLOCK** letters as appropriate and submit to the Secretary, Mandera County Public Service Board Public, P.O. BOX 356-70300 MANDERA, KENYA

(Attach copies of your academics, Professional, Identity Card and Chapter Six Clearance certificates)

1. Vacancy Applied for			
Vacancy No:			
2. Personal Details of Ap	plicant		
Name of applicant:		Title:	i
		(Prof/Dr/Mr/Mrs/Miss/Ms/Rev) Gender: Male Female	
	·mm-yyyy) ID No/Po	assport No	
Ethnicity	Sub Clan		
Address:		Postal code	
County:		sub -County	
Ward			
Telephone:	Mobile:	E-mail	
Address:'			
Alternative contact Person		Mobile	

3. Current Employment Details (where applicable)

Ministry/Department	t/Others:		Station:			•
Present Substantive	Post:		Job group:			
·	pointment to the Post	(dd-m	ım-yyyy)			
	Permanent & Pension		•••••		•	
4. Other Detail	ls (to be filled by all	applicant	s)			
Do you suffer from a	ıny impairment / disab	oility? Yes	No			
•						
Details of registratio	n with National Cour	ncil for pers	son with Disabi			0.
Have you ever bee order? YesNo	en convicted of any	criminal o	ffences or a s	subject	t of probation	nc
Have you ever beer YesNo	n dismissed or otherwis	se removed	d from employr	nent?		
If Yes , effective date	Э					•
State reason (s) for c	dismissal/removal					
-	information will not ned ase will be considered o	-		nt from	employment	in
Have you ever beer YesNo.	n interviewed by Cour	nty Public S	ervice Board o	f Mand	dera before?	!
•	:					
Relevant A advertiseme	cademic/Profession ent	al/Technic	cal Qualifica	ıtions	as per th	ie
Relevant Academic Qualifications (Starti		Year obtaine d	Institution/ college atten	ded	Subject details (only where the job	

advertisem

		ent Requests for these)
	ı	1

6. Other Relevant Courses & Training attended/ Registration/Membership to Professional Bodies

Also indicate your membership status to relevant professional bodies as required in the advertisement.

Course attended/ Registration/membership details	Year attended/Regist ered for	Institution/ Body	Registering

7. Relevant courses and training attended lasting more than one (1) week

Year	University/College /Institution	Name of Course	Details and duration

8. Employment details

Give details of your employment History starting with the current employment

	(start with current)	Period From –To	Employer	/organization
	9. Briefly state your	current duties, r	responsibilities and	d assignments (if any)
•				
•		•••••		
•				
•		•••••		
•				
•				
•				
	10. Give details of y	our abilities, skills	and experience	which you consider relevant to
	the position app			
•				
•				
•				
•				
•				
		•••••		
	11. Personal Refere	ences (for new	entrants into the	e civil service)
	J.J.I.a. Kololo			

MCPSB-Recruitment Form

also not be used.
1. Full Name:
Address:
Period for which he/she has known you:
2. Full Name:
Address:E-mail
Occupation:
Period for which he/she has known you:
12. For Serving Officers Only
Department/County/other InstitutionsDuty stationemployment no
Present substantive post
Indicate your last Performance Appraisal rating%
13. Declaration
I hereby certify to the best of my knowledge that the particulars given on this form are correct and I understand that any incorrect information may lead to disqualificatio and that Mandera County Public Service Board may take legal action against members further reference.
Date:(dd-mm-yyyy)
Signature of the Applicant

The names of distinguished persons should not be used unless they really know you well; the names of relatives or of those from whom you send testimonials should not be used. The names of members or staff of the County Public Service Board of Mandera should