

KAKAMEGACOUNTYASSEMBLY



COUNTY ASSEMBLY SERVICE BOARD

Postal Address:

P.O. Box 1470-50100
Assembly Buildings
Kakamega.

Telephone Contacts

0715521221

Email: kakamegacountyassembly@gmail.com

Website: www.assembly-kakamega.go.ke

APPLICATION FOR EMPLOYMENT FORM

Please complete all sections of this form as appropriate in **BLOCK** letters.

1. Vacancy Applied For

Vacancy/Post: Vacancy No:

2. Personal Details of the Applicant

Name: Title:
(Surname) (First Name) (Other Names): (Prof/Dr/Mr/Mrs/Miss/Ms)

Date of Birth: ID No: KRA PIN: Gender: Male ☐ Female ☐

Nationality: Ethnicity: Home County:

Sub County: Ward:

Postal Address: Code: Town/City:

Tel. No: Mobile No: E-mail address:

Name of alternative contact person: Telephone No:

Are you living with a disability? Yes ☐ No ☐

If yes, give;

(i) Details/Nature of Disability:

(ii) Details of Registration with the National Council for People with Disabilities (Registration No. and date)

3. Applicants in the Public Service only

Ministry/State Department/ County/Other Public Institutions:

Present Substantive Post: Date of Current Appointment:

Station: Personal/Employment No: Job group/Scale/Grade:

Upgraded post (where applicable): Effective date of previous appointment:

On Secondment (where applicable): Organisation: Job Group/Grade:

Designation: Terms of Service: (Permanent & Pensionable/Contract/Other):

4. All other Applicants

Current employer (where applicable):.....Position held:.....

Effective date:Gross Salary (monthly) Ksh.....
(dd-mm-yyyy)

5. Other Personal Details

Have you ever been convicted of any criminal offence or a subject of probation order? Yes ☐ No ☐

If Yes, state nature of offence, the year and duration of conviction

Have you ever been dismissed or otherwise removed from employment? Yes ☐ No ☐

If Yes, State reason (s) for dismissal/removal..... effective date.....

(Declaring the above information will not necessarily debar an applicant from employment in the County Public Service. Each case will be considered on its own merit)

6 Academic Qualifications. (Starting with the Highest)

Year		Institution (University/College/TVET/High School)	Award/Attainment (e.g. Masters, Bachelors, Degree, Diploma, Certificate)	Course/Programme (e.g. PhD, MSc, BA, O'Level)	Specialization/Subject (e. g Econ, Maths, Sociology e.t.c)	Grade (First Class, Second Class Upper, Distinction, etc)
From	To					

8 Relevant Courses and Trainings attended Lasting not Less than One (1) Week

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

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

[illegible]

11. Briefly state your current duties, responsibilities and assignments (if any)

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12. Please give details of your abilities, skills and experience which you consider relevant to the position applied for. This information may include an outline of your most recent achievements and your reasons for applying for this post.

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13. Referees (people who have interacted with you professionally)

1. Full Name:.....

Occupation:.....

Address:..... Post Code:..... City/Town:

Mobile No:..... E-mail address:.....

Period for which the referee has known you:.....

2. Full Name:.....

Occupation:.....

Address:..... Post Code:..... City/Town:

Mobile No:..... E-mail address:.....

Period for which the referee has known you:.....

13. Declaration

I certify that the particulars given on this form are correct and understand that any incorrect /misleading information may lead to disqualification and/or legal action.

Date:
(dd-mm-yyyy)

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Signature of the Applicant