

## COUNTY GOVERNMENT OF KAKAMEGA



### COUNTY PUBLIC SERVICE BOARD

### APPLICATION FOR EMPLOYMENT FORM

Please complete this form in BLOCK letters as appropriate and submit to: -

The Secretary/CEO  
County Public Service Board,  
P. O Box 458-50100 Kakamega, Kenya, or apply online  
**Tel: 0713852573/ 0718754093**  
**Email: cpsb@kakamega.go.ke**

#### 1. Vacancy Applied For

Vacancy/Post .....  
Department ..... Agency .....

#### 2. Personal Details

Name.....Title.....

Surname First Name Other Names (Prof/Dr/Mr./Mrs./Ms./Rev)

Date of Birth ..... Gender: Male ..... Female .....  
(dd-mm-yyyy)

Nationality..... ID No/Passport No .....

Address..... Postal Code.....

Home County..... Sub County..... Ward.....

Telephone..... Mobile..... Email Address.....

Alternative contact person..... Telephone.....

Indicate the language(s) you are proficient in..... Are you  
living with any Disability? Yes..... No.....

If yes, give

(i) Details/Nature of Disability.....

(ii) Details of Registration with the National Council of People with Disabilities (Reg. No and Date)

.....

**3. Applicants in the Public Service only**

Department:.....Station: .....

Personal/Employment No: ..... Present Substantive Post: .....

Job group/Scale/Grade: ..... Date of Current Appointment .....  
(dd-mm-yyyy)Upgraded post (where applicable):.....effective date of previous appointment:.....  
(dd-mm-yyyy)

On Secondment (where applicable): Organization:..... Designation:..... Job Group/Grade:.....

Terms of Service: ☐ Permanent & Pensionable ☐ Contract Other, Please specify:.....**4. Other Details**

Have you been cleared by the following agencies? (Tick where appropriate)

☐ EACC ☐ HELB ☐ CID ☐ KRA

Have you ever been convicted of any criminal offences or a subject of probation order?

☐ Yes ☐ No

Have you ever been dismissed or otherwise removed from employment?

☐ Yes ☐ NoIf Yes, state reason(s) for dismissal or otherwise removal from employment .....  
effective date .....

Have you ever been interviewed by the County Public Service Board of Kakamega before?

☐ Yes ☐ No

Interview date .....

***(Declaring the above information will not necessarily debar an applicant from employment in Public Service.  
Each case will be considered on its own merit)*****5. Academic/ Professional/ Technical Qualifications (Starting with the Highest)**

Year		University/College/ Institution/School	Award/Attainment (e.g. Master's Degree, Diploma, Certificate)	Courses (e.g. PhD, MSc, BA, O Level, KCSE)	Specialization/Subject e.g. Economics, Maths, Sociology etc.	Class/Grade
From	To					


6. Other Relevant Courses and Training/ Registration/ Membership to Professional Bodies/ Institution

Year	Institution/College	Courses	Details

7. Employment Details (starting with the most recent)

Year (From -To) Monthly Salary (Kshs)	Employer’s Name Terms of Service e.g. Contract, Casual, Permanent)	Position/Rank/Designation	Job Group/Gross

Briefly state your current duties, responsibilities and assignments

.....

.....

.....

Please give details of your abilities, skills and experience which you consider are relevant to the position applied for. The information may include an outline of your most recent achievements and your reasons for applying\*

.....

.....

.....

.....

8. Personal References

*The names of distinguished persons should not be used unless they really know you. The names of members or staff of the County Public Service Board should also not be used.*

1. Full Name\* .....  
Address\* .....  
Phone\* ..... Email\* .....  
Occupation\* ..... Period for which he/ she has known you\* .....

2. Full Name\* .....  
Address\* .....  
Phone\* ..... Email\* .....  
Occupation\* ..... Period for which he/ she has known you\* .....

9. 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 disqualification/ legal action.

Date.....  
(dd-mm-yyyy) Signature of the Applicant