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EMPLOYMENT APPLICATION FORM FOR OPEN POSITIONS

GENERAL INSTRUCTIONS

This form contains seven (7) parts from A to G 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, academic, professional Certificates and any other relevant document.

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……………………………………………………

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PART B: CONTACT DETAILS

1. Postal Address:……………Code………………Town…………….………..

2. Physical Address……………………………………………………..…………..

3. Cell Phone Number:……………………….……………………………...……

4. Email Address:………………………………………………………………

PART C: DETAILS ON ADVERTISED POSITION

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. ☐ BSc.~Statistics ☐ BSc. Math, IT etc.	Grade e.g. ☐ 1st Class ☐ Credit ☐ A plain etc.

2. PROFESSIONAL/TECHNICAL QUALIFICATIONS

Name of the Institution (University/College)	From (Year)	To (Year)	Qualifications Obtained (Level, and Field) e.g. ☐ CPA Part II- Section 3 ☐ Higher Diploma in Human Resource Management ☐ Certificate in Computer Packages etc.	Grade e.g. ☐ Distinction ☐ Credit ☐ Pass etc.

3. MEMBERSHIP TO PROFESSIONAL BODIES

Name of Professional Body	Membership type	Membership Number

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4. 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: REFERENCES

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

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PART G: DECLARATION:

I, (Name)………………………………………………………………….hereby

certify that:

To the best of my knowledge, the particulars given on this form are correct.

Applicant's Signature…………………..   Date ……………………………….