



APPLICATION FOR EMPLOYMENT FORM

Please complete all sections of this form in BLOCK letters as appropriate and submit to the Secretary, Kisumu County Public Service Board, P.O. BOX 7792, 40100 KISUMU, KENYA. Attach copies of your National ID, Academic Certificates, Testimonials and Clearance Certificates.

1. Vacancy Applied For

Vacancy/Post:
Ministry/Department.....

2. Personal Details of the Applicant

Name of applicant: Title.....
(Surname) (First Name) Other Name(s): (Prof/Dr/Mr/Mrs/Miss/Ms/Rev)

Date of Birth..... PIN NO..... ID/Passport No..... Gender:
(dd/mm/yyyy)

Nationality..... Ethnicity..... Home County (As per ID).....

Home Sub-County (As per ID)..... Home Ward (As per ID)

County of Residence..... Sub-County of Residence.....

Ward of Residence..... Village.....

Mobile..... Email.....

Postal Address..... Postal Code..... Town/City.....

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

Are you a person living with Disability Yes No

If Yes, give;

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

(ii) NCPWD NO.....

3. Applicants in the Public Service Only

Ministry/Department/County Government/Other Public Institutions..... County.....

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

Job group Effective date.....
(dd/mm/yyyy)

Upgrading post (if applicable) Effective date.....
(dd/mm/yyyy)

On Secondment (if applicable): Organization Designation Job group

Terms of Service: Permanent & Pensionable Contract Temporary Other, please specify.....

4. All other Applicants

Current employer (if applicable) Position held.....

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

5. Other Personal Details

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

If Yes, state nature of offence, 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.....
 (dd/mm/yyyy)

Have you ever been interviewed by Kisumu County Public Service Board before? Yes No

If Yes, State the Post..... Interview date.....
 (dd/mm/yyyy)

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

6 Academic /Professional/Technical Qualifications (Starting with the Highest)

Year		University/College/ Institution/School attended	Course (e.g PhD, Msc, BA, Dip)	Class/Grade Attained
From	To			

7. Other Relevant Courses and Training attended Lasting not Less than One (1) Week

Year	Institution/College	Courses	Details and Duration

8. Professional Membership

Professional Body	Membership/ Registration Number	Membership Type (e.g. Associate, Full etc.)	Date of Renewal

9. Employment Details – where applicable (starting with the current or most recent)

Year		Employer's Name	Position/ Designation	Job Group/ Gross Monthly Salary (Ksh.)
From (dd/mm/yyyy)	To (dd/mm/yyyy)			

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

11. 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 for this post

Mandatory Requirements

These are mandatory requirements in compliance with chapter six (6) of the constitution and Leadership and Integrity Act. You will be required to provide them if shortlisted. Tick against the ones you have and that are still valid.

- Clearance from Higher Education Loans Board
- Clearance from Criminal Investigation of Department
- Clearance from Credit Reference Bureau
- Clearance from Ethics and Anti-Corruption Commission
- Clearance from Kenya Revenue Authority (Tax Compliance Certificate)

Personal References

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 Kisumu County Public Service Board should also not be used.

1. Full Name:

Address:Post CodeCity/Town.....

Telephone No:..... E-mail address:.....

Occupation:

Period for which he/she has known you:

2. Full Name:

Address:Post CodeCity/Town.....

Telephone No:..... E-mail address:.....

Occupation:

Period for which he/she has known you:

3. Full Name:

Address:Post CodeCity/Town.....

Telephone No:..... E-mail address:.....

Occupation:

Period for which he/she has known you:

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