**Form No.023**

**EMPLOYMENT APPLICATION FORM**

**GENERAL INSTRUCTIONS**

This form contains 8(eight) parts from A to I 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. Your national identity card/Passport, Copies of documents to demonstrate compliance with chapter six (6) of the Constitution of Kenya 2010, academic and professional Certificates shall be required on the date of interview.

**PART A: PERSONAL DETAILS**

1. Surname:……………………..Middle name……………Other name…………………

2. (i) Sex :……………………( ii) Date of Birth: (dd/mm/yyyy)……………..

3. Nationality……………………………………………………………………

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. National ID/Passport No.:………………………………………..…………

11. Current Employer (if applicable)……………………………………………..

12. Current Position held:………………………………………………….….

13. Current Gross salary……………………………………………………...…..

14. Expected gross salary…………………………………………………………

**PART B: CONTACT DETAILS**

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

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

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

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

**PART C: DETAILS ON VACANT POST**

1. Position Applied For:…………………………………………………………

2. Reference number of the position…………………………………………….

3. Highest Academic Qualification attained:….…………………………………

4. Highest Professional Qualification attained:…………………………………

5. Membership to a Professional Body …………………………….

6. Skills/Competencies:

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| --- | --- |
| **SKILLS/ COMPETENCIES**  | **Describe how you fit with the key requirements ( Provide adequate details and examples)** |
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**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).

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| --- |
| 1. **ACADEMIC QUALIFICATIONS**
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| **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.**
 |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. **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*** **Distinction**
* **Credit**
* **Pass etc.**
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| 1. **OTHER MERITS e.g. language skills, communication skills, resource mobilization skills, leadership/ management skills etc.**
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| **Merits** | **Level of expertise ( Excellent, Good, Average Beginner)** | **Briefly describe how and when you applied the skill/merits.** |
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|  |  |  |
|  |  |  |
| 1. **MEMBERSHIP TO PROFESSIONAL BODIES**
 |
| **Name of the professional Body** | **Membership type** | **Member Number** |
|  |  |  |
|  |  |  |
| 1. **OTHER ACHIEVEMENTS/ANY RELEVANT INFORMATION (Briefly narrate in the space provided)**
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|  |

**PART E: EMPLOYMENT HISTORY**

Give particulars of your employment history. (Start with the current position)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and contact detail of employer** | **Position held** | **Brief description of duties performed** | **From** **(year)** | **To****(year)** |
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**PART F: COVER PAGE: A**pply for one position only in the space provided.

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**PART G: REFERENCES (please note that BRS may conduct reference and/ or background checks on applicants)**

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Position** | **Phone Number/email address/postal address** | **Employer (if applicable)** | **Relationship** | **Remarks** |
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**PART H: DECLARATION**

I, (name)………………………………………………hereby certify that:

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

**Applicants signature……………………… Date ……………………………**