



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.

ONLY SUBMIT DULY FILLED AND SIGNED EMPLOYMENT APPLICATION FORM.

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 (if applicable).....
6. Skills/Competencies:

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

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. <ul style="list-style-type: none"> ▪ BSc. Statistics ▪ BSc. Math, IT etc. 	Grade e.g. <ul style="list-style-type: none"> ▪ 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. <ul style="list-style-type: none"> ▪ CPA part II- Section 3 ▪ Higher diploma in Human resource Management ▪ Certificate in Computer Packages etc. 	Grade <ul style="list-style-type: none"> ▪ Distinction ▪ Credit ▪ Pass etc.

3. OTHER MERITS e.g. language skills, communication skills, resource mobilization skills, leadership/ management skills etc.		
Merits	Level of expertise (Excellent, Good, Average Beginner)	Briefly describe how and when you applied the skill/merits.

4. MEMBERSHIP TO PROFESSIONAL BODIES		
Name of the professional Body	Membership type	Member Number
5. 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)

Name and contact detail of employer	Position held	Brief description of duties performed	From (year)	To (year)

PART F: COVER PAGE: Apply for one position only in the space provided.

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

Name	Position	Phone Number/email address/postal address	Employer (if applicable)	Relationship	Remarks

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**

