

**REPUBLIC OF KENYA**



**COUNTY GOVERNMENT OF KILIFI**

**COUNTY PUBLIC SERVICE BOARD**

**APPLICATION FOR EMPLOYMENT FORM**

Complete this form in **BLOCK** letters as appropriate and submit to the Secretary, Kilifi County Public Service Board. P.O BOX 491, 80108 KILIFI, KENYA.

**1. Vacancy Applied For**

Vacancy/Post: ..... Vacancy No: .....

**2. Personal Details**

Name of the applicant: ..... Title: .....  
(e.g. Prof/Dr/Mr/Mrs/Miss/Ms/Rev)

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

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

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

County: .....      Sub County: .....      Ward: .....

Telephone No.: .....      Mobile No.: .....      Email address: .....

Name of alternative contact person: .....      Telephone no.: .....

Do you suffer from any physical impairment? (PWD)    Yes     No

If yes give details: .....

### 3. Applicants in the Public Service only

Department/Unit: ..... Station: .....

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

Job Group/ Scale/Grade: ..... Date of Current Appointment (dd-mm-yyyy): .....

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

Terms of service: Permanent & Pensionable  Contract  Other, Please specify: .....

### 4. Other Personal Details

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

If Yes, state the nature of offence, the year and duration of conviction .....

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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 Kilifi 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 the County Public Service. Each case will be considered on its own merit)***

### 5. Academic/Professional/Technical Qualifications (starting with the Highest)

Duration		University/College/ Institution/ High School	Award/Attainment (e.g Masters, Bachelors , Higher Diploma, Diploma, Certificate, KCSE	Courses (e.g. PhD, MSc, BA, Diploma, O'Level	Specialization/ Subject (e.g. Econ, Maths, Sociology, Human Resources e.t.c)	Class/Grade
From	To					


**6. Other Relevant Courses and Training attended**

Year	University/ College/ Institution	Name of Course	Details and Duration

**7. Current Registration/Membership to Professional Bodies**

Professional Body	Membership / Registration No.	Membership type (e.g. Associate, Full e.t.c)	Date of Renewal

8. Employment Details (starting with the current or most recent)

Duration		Employer's Name	Position/Rank/ Designation	Job Group/Gross Monthly Salary (Kshs)
From	To			

9. Briefly state your current duties, responsibilities and assignments

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10. Please give details of your abilities, skills and experience which you consider 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.

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## 11. Referees (people who have interacted with you professionally)

1. Full Name: .....  
Occupation: .....  
Address: .....  
Telephone No: ..... Email address: .....  
Period for which he/she has known you: .....
  
2. Full Name: .....  
Occupation: .....  
Address: .....  
Telephone No: ..... Email address: .....  
Period for which he/she has known you: .....
  
3. Full Name: .....  
Occupation: .....  
Address: .....  
Telephone No: ..... Email address: .....  
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 /misleading information may lead to disqualification and/or legal action.

Date: .....  
(dd-mm-yyyy)

.....  
Signature of the Applicant