

**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:..... Gender Male  Female

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

Employment/PNo (for those serving in the County or National Government):.....

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

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

Telephone:..... Mobile:..... Email address:.....

Alternative Contact Person:.....Telephone:.....

**3. Other Details**

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

If yes give details:.....

Have you been convicted of any criminal offences or a subject of probation? 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:.....

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

**4. Academic/Professional/Technical Qualifications (starting with the Highest)**

| Duration |    | University/College/<br>Insitution/School | Award/Attainment<br>(e.g Degree,<br>Diploma,<br>Certificate) | Courses<br>(e.g PHD,<br>MSC, BA) | Subject<br>(Econ,<br>Maths<br>e.t.c) | Class/Grade |
|----------|----|--|--|----------------------------------|--------------------------------------|-------------|
| From     | To |  |  |                                  |                                      |             |
|          |    |  |  |                                  |                                      |             |
|          |    |  |  |                                  |                                      |             |
|          |    |  |  |                                  |                                      |             |
|          |    |  |  |                                  |                                      |             |
|          |    |  |  |                                  |                                      |             |
|          |    |  |  |                                  |                                      |             |

**5. Other Relevant Courses and Training/Registration/Membership to professional Bodies/Institution**

| Year | Institution/College | Course | Details |
|------|---------------------|--------|---------|
|      |                     |        |         |
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|      |                     |        |         |
|      |                     |        |         |
|      |                     |        |         |
|      |                     |        |         |

6. Employment Details (starting with the most recent)

| Duration |    | Employers Name | Position/Rank/ Designation | Job Group/Gross Monthly Salary (Kshs) |
|----------|----|----------------|----------------------------|---------------------------------------|
| From     | To |                |                            |                                       |
|          |    |                |                            |                                       |
|          |    |                |                            |                                       |
|          |    |                |                            |                                       |
|          |    |                |                            |                                       |
|          |    |                |                            |                                       |
|          |    |                |                            |                                       |
|          |    |                |                            |                                       |
|          |    |                |                            |                                       |
|          |    |                |                            |                                       |

7. Briefly state your current duties, responsibilities and assignments  
 .....  
 .....  
 .....

8. 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  
 .....  
 .....  
 .....

9. Personal Referees

1. Full Name:.....  
 Address:.....  
 Telephone No:..... Email address:.....  
 Occupation:.....  
 Period for which he/she has known you:.....
2. Full Name:.....  
 Address:.....  
 Telephone No:..... Email address:.....  
 Occupation:.....  
 Period for which he/she has known you:.....

3. Full Name:.....  
Address:.....  
Telephone No:..... Email 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