

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

| Year | University/ College/ Institution | Name of Course | Details and Duration |
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7. Current Registration/Membership to Professional Bodies

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

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Signature of the Applicant