

**JOB APPLICATION FORM**

**Instructions to Applicants:**

1. This form **MUST** be filled by all applicants.
2. Please complete all sections of this form in **BLOCK** letters.
3. Please type in the required information in all the sections of the form.
4. All “text boxes” are expandable.
5. Attach your detailed curriculum vitae, copies of academic and professional certificates, testimonials and National Identity Card alongside the application form.
6. Read **the Job Advert** carefully as it lists the skills, knowledge and qualifications required.
7. Receipt of applications in hard copy closes on **15th May 2024 at 5.00 p.m. East African Time**.
8. Interview date will be communicated to shortlisted candidates only.
9. Late applications shall **NOT** be considered.
10. Only shortlisted applicants will be contacted.
11. Canvassing by any applicant will lead to automatic disqualification.
12. **POSITION APPLIED**

|  |  |
| --- | --- |
| **Vacancy/Post** |  |
| **Job Reference** |  |

1. **BIO DATA**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Personal information** | | | | | | | | |
| **Surname:** | | **Other names (in full)** | | | | **Gender: Male: \_\_\_\_\_\_\_\_\_\_\_**  **Female: \_\_\_\_\_\_\_\_\_\_** | | |
| Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | Telephone Contacts:  Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Business: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Temporary Address (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | National Identity Card Number: | | |
| Passport Number and Country of Issue: | | |
| **Nationality** | **Date of Birth** | | **Ethnicity** | | **Age** | **County** | **Place of birth** | **Disability (if yes) state** |
| 1. **Next of Kin** | | | | | | | | |
| **Name:** | | | | **Contact** | | **Relationship:** | | |
|  | | | |  | |  | | |
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1. **AVAILABILITY**

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| What period of notice do you require to serve your current employer? |

1. **ACADEMIC/PROFESSIONAL QUALIFICATIONS – STARTING WITH THE HIGHEST (PLEASE ATTACH COPIES OF EDUCATION AND PROFESSIONAL CERTIFICATES)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Institution | Qualifications/Certificates | Specialization/Subject | Class/Grade attained | Year | |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **OTHER RELEVANT COURSES AND TRAINING/REGISTRATION/MEMBERSHIP TO PROFESSIONAL BODIES/INSTITUTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Institution/College** | **Courses** | **Details** |
|  |  |  |  |
|  |  |  |  |
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1. **EMPLOYMENT HISTORY STARTING WITH CURRENT OR MOST RECENT EMPLOYER**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employer’s Name** | | **Job title/ Position held** | **From** | **To** | **Key Responsibilities** | **Basic Salary per month** | **Reason for leaving** |
| ***Month/Year*** | ***Month/Year*** |
|  |  |  |  |  |  |  |  |
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1. **EXPECTED SALARY AND BENEFITS**

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1. **REFEREES**

**List three referees, including one from your previous employer**

**1st Referee – Current/Most recent Employer**

|  |  |
| --- | --- |
| Full Name: |  |
| Job title of referee: |  |
| Address: |  |
| Email: |  |
| Tel. Number: |  |
| Period for which he/she has known you: |  |
| In what capacity do you know this person? |  |
| May we approach him/her at this stage? |  |

**2nd Referee**

|  |  |
| --- | --- |
| Full Name: |  |
| Job title of referee: |  |
| Address: |  |
| Email: |  |
| Tel. Number: |  |
| Period for which he/she has known you: |  |
| In what capacity do you know this person? |  |
| May we approach him/her at this stage? |  |

**3rd Referee**

|  |  |
| --- | --- |
| Full Name: |  |
| Job title of referee: |  |
| Address: |  |
| Email: |  |
| Tel. Number: |  |
| Period for which he/she has known you: |  |
| In what capacity do you know this person? |  |
| May we approach him/her at this stage? |  |

**Declaration Statement**

I hereby certify that the information I have provided in this Confidential Job Application Form is to the best of my knowledge, correct, true and complete in every aspect. I also understand that deliberately falsifying or withholding information may lead to disqualification/legal action and dismissal if appointed.

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Signature:** |  |
| **Date: (dd-mm-yyyy)** |  |

**Note:** This form should be filled, printed, and signed by the applicant.