



## 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 **21<sup>st</sup> February, 2023 at 5.00 p.m. East African Time.**
8. Interview date will be communicated to shortlisted candidates only.
9. Late applications or soft copy applications shall **NOT** be considered.
10. Only shortlisted applicants will be contacted.
11. Canvassing by any applicant will lead to automatic disqualification.

**A. POSITION APPLIED**

Vacancy/Post	
Job Reference	

**B. BIO DATA**

<b>i. Personal information</b>						
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
<b>ii. Next of Kin</b>						
Name:		Contact		Relationship:		

**C. AVAILABILITY**

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

**D. 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

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

Year	Institution/College	Courses	Details

**F. 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			
1.						
2.						
3.						
4.						
5.						
6.						
7.						

**G. EXPECTED SALARY AND BENEFITS**

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## H. REFEREES

List three referees, including one from your previous employer

### 1<sup>st</sup> 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?	

### 2<sup>nd</sup> 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?	

### 3<sup>rd</sup> Referee

Full Name:	
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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.

<b>Full Name:</b>	
<b>Signature:</b>	
<b>Date: (dd-mm-yyyy)</b>	

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