

APPLICATION FOR EMPLOYMENT FORM

**REPUBLIC OF KENYA
GOVERNMENT**



MANDERA COUNTY



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD; P.O. BOX 356-70300, MANDERA

Please complete this form in **BLOCK** letters as appropriate and submit to the Secretary, Mander County Public Service Board Public, P.O. BOX 356-70300 MANDERA, KENYA

(Attach copies of your academics, Professional, Identity Card and Chapter Six Clearance certificates)

1. Vacancy Applied for

Vacancy/Post:
Vacancy No:
Department:

2. Personal Details of Applicant

Name of applicant:Title:

(Prof/Dr/Mr/Mrs/Miss/Ms/Rev)

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

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

.....

Ethnicity.....

Address: Postal code.....

County :sub -County.....

Ward.....

Telephone:.....Mobile:.....E-mail.....

Address:.....'

.....

Alternative contact Person.....Mobile.....

3. Current Employment Details (where applicable)

Ministry/Department/Others:.....Station:.....
.....

Present Substantive Post: Job group:.....

Effective date of appointment to the Post.....
(dd-mm-yyyy)

Salary (Monthly) in Ksh.
.....

Terms of Service: Permanent & Pensionable Contract Temporary
.....

4. Other Details (to be filled by all applicants)

Do you suffer from any impairment / disability? Yes..... No.....
.....

If **Yes**, give details.....
.....

Details of registration with National Council for person with Disabilities (registration no. and date)

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

Have you ever been dismissed or otherwise removed from employment?
Yes..... No.....

If **Yes**, effective date.....

State reason (s) for dismissal/removal.....

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

Have you ever been interviewed by County Public Service Board of Mandera before?
Yes..... No.....

If **Yes**, State the Post:.....
Interview date:.....

5. Relevant Academic/Professional/Technical Qualifications as per the advertisement

Relevant Academic/Professional	Year	Institution/	Subject
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Qualifications (Starting with the highest)	obtained	college attended	details (only where the job advertisement Requests for these)

6. Other Relevant Courses & Training attended/ Registration/Membership to Professional Bodies

Also indicate your membership status to relevant professional bodies as required in the advertisement.

Course attended/ Registration/membership details	Year attended/Registered for	Institution/ Registering Body

7. Relevant courses and training attended lasting more than one (1) week

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

8. Employment details

Give details of your employment History starting with the current employment

Position /Rank (start with current)	Period From -To	Employer	Ministry/Department/ institution /organization

9. Briefly state your current duties, responsibilities and assignments (if any)

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10. Give details of your abilities, skills and experience which you consider relevant to the position applied for

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11. Personal References (for new entrants into the civil service)

The names of distinguished persons should not be used unless they really know you well; the names of relatives or of those from whom you send testimonials should not be used. The names of members or staff of the County Public Service Board of Manderla should also not be used.

1. Full Name:

Address: Mobile No:.....E-mail.....

Occupation:.....

Period for which he/she has known you:.....

2. Full Name:

Address: Mobile No:.....E-mail.....

Occupation:.....

Period for which he/she has known you:.....

12. For Serving Officers Only

Department/County/other Institutions.....Duty station.....employment no.....

Present substantive post.....
Job group.....Date of current appointment(dd-mm-.....

Indicate your last Performance Appraisal rating.....%

13. 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 and that Manderla County Public Service Board may take legal action against me without further reference.**

Date:
(dd-mm-yyyy)

Signature of the Applicant.....