

REPUBLIC OF KENYA



COUNTY ASSEMBLY OF MANDERA

COUNTY ASSEMBLY SERVICE BOARD

APPLICATION FOR EMPLOYMENT FORM

Please complete this form in **BLOCK** letters as appropriate and submit to the Clerk/Secretary, Mandera County Assembly Service Board, P.O. BOX 408 - 70300 MANDERA, KENYA.

1. Vacancy Applied For

Vacancy/Post: Vacancy No:.....
Department:..... Section:.....

2. Personal Details

Name of applicant: Title:.....
Surname First Name Other Name(s): (Prof/Dr/Mr/Mrs/Miss/Ms/Rev)
Date of Birth:..... Gender: Male [] Female []
(dd-mm-yyyy)
Marital Status: Single [] Married [] Widowed [] Divorced []
Children (How many? If applicable)
Nationality:..... ID No/Passport No:..... Employment/PNo:.....
TAX PIN Address:..... Postal Code:.....
Home County: Home Ward: Village:
Home District:..... Division:.....SubCounty/Constituency:.....
Telephone:.....Mobile:..... E-mail address:.....
Alternative contact person:.....Telephone:.....

3. Applicants in the Public Service Only

Ministry/Department/Other Public Institutions:.....Station:.....
Present Substantive Post:.....Job group:..... effective date:.....
(dd-mm-yyyy)
Upgrading (if applicable) post:.....effective date:.....
(dd-mm-yyyy)

Terms of Service: Permanent Contract Temporary Provident Supernumerary

4. Applicants in Private/NGO/Other Sectors

Current employer:.....Position held:.....effective date:.....
(dd-mm-yyyy)

Salary (monthly) Kshs.....

5. Other Details

Ethnicity: Indicate the language(s) you are proficient in..... Do
 you suffer from any disability? Yes No

If yes give details:.....

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, State reason (s) for dismissal/removal.....effective date.....

(dd-mm-yyyy) Have

you ever been interviewed by County Assembly Service Board of MANDERA before? Yes No

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

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

6.

Academic/Professional/Technical Qualifications (Starting with the Highest)

Year		University/College/ Institution/School	Award/Attainment (e.g Degree, Diploma, Certificate)	Courses (e.g PhD, Msc, BA)	Subject (Econ,Maths e.t.c)	Class/Grade
From	To					

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7. Other Relevant Courses and Training/Registration/Membership to Professional Bodies/Institution

Year	Institution/College	Courses	Details
Year	Institution/College	Courses	Details

8. Employment Details (Starting with the most recent)

Month/Year		Employer's Name	Position/Rank/Designation	Job Group/Gross Monthly Salary (Kshs.)
From	To			

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 are relevant to the position applied for. The information may include an outline of your most recent achievements and your reasons for applying

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Personal References

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 Assembly Service Board of MANDERA should also not be used.

1. Full

Name:.....
Address:.....
Telephone No:..... E-mail address:.....
Occupation:.....
Period for which he/she has known you:.....

2. Full

Name:.....
Address:.....
Telephone No:..... E-mail 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 and/or legal action.

Date:

(dd-mm-yyyy)

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Signature of the Applicant