



APPLICATION FOR EMPLOYMENT

Please complete this form in **BLOCK** letters as appropriate, attach your academic and professional certificates and other testimonials with a copy of National Identity card then submit to: The Chief Executive Officer Kenya Yearbook Editorial Board, P.O Box 34035 00100 NAIROBI, KENYA. Kindly Indicate N/A where it's not applicable.

PART A: VACANCY APPLIED FOR

Vacancy _____ Vacancy Ref No. _____

PART B: PERSONAL DETAILS

Name _____

(Surname First, Name other Name)

Date of Birth (dd-mm-yy) _____

Nationality _____

Address _____ Postal Code _____

Mobile Number (1) _____ (2) _____

Email _____

County of Birth _____

Passport/National Identity Card Number _____

Alternative contact person _____ Mobile _____

PART C: APPLICANTS FROM THE GOVERNMENT SECTOR ONLY

Ministry/Department/Local Authority/Other Public Institutions _____

Station _____

Present Substantive Post _____

Job Group/Scale _____ Effective Date _____

Terms of Service _____

Current Salary (Monthly Gross) Kshs: _____

Expected salary: _____

PART D: APPLICANTS IN PRIVATE/NGO/OTHER SECTORS

Current employer _____

Position held _____ Effective _____

Current salary (Gross) Ksh. _____

Expected salary: _____

PART E: UNEMPLOYED APPLICANTS

Have you ever been employed _____

Last employer _____ Period _____

Reason for separation _____

Desired salary _____

PART F: OTHER DETAILS

Indicate the language(s) you are proficient in _____

Do you suffer from any physical impairment _____

If yes give details _____

Have you ever been convicted of any criminal offence(s) or a subject of probation order? _____

Have you ever been dismissed or otherwise removed from employment _____

If yes, state reason(s) for dismissal/removal _____

Have you ever been interviewed for a position at the Kenya Yearbook Editorial Board before _____

If yes state the post _____ interview date _____

(Declaring the above information will not necessarily debar an applicant from employment in the Kenya Yearbook Editorial Board, Each case will be considered own its own merit)

PART G: EDUCATIONAL BACKGROUND

Academic/Professional/Technical Qualification (Starting with the highest)

Schools and Colleges in Order	FROM	TO	Certificates, Diplomas, Degree Masters and other relevant Qualification

PART H: OTHER RELEVANT COURSES AND TRAININGS/REGISTRATION /MEMBERSHIP TO PROFESSIONAL BODIES

Year	Institution/college	Courses	Details

PART I: EMPLOYMENT PARTICULARS AND CAREER HISTORY

Give particulars of all your employment since leaving school/College and periods of employment.

Name of Employer	Position and Department	Date (Month and Year)	
		From	To

PART J: Briefly state your current duties, responsibilities and assignments.

PART K: 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.

PART L: PERSONAL REFERENCES

Names of distinguished persons should not be used unless they really know you well; names of staff of Kenya Yearbook Editorial Board should also not be used.

1. Full Name _____
Address _____
Telephone Number _____ Email _____
Occupation _____

2. Full Name _____
Address _____
Telephone Number _____ Email _____
Occupation _____

3. Full Name _____
Address _____
Telephone Number _____ Email _____
Occupation _____

DECLARATION

I declare that the information I have given on this form is true and to the best of my knowledge and I understand that any incorrect information may lead to disqualification.

Signature of Applicant _____

Date _____