



**EMPLOYMENT APPLICATION FORM**

**GENERAL INSTRUCTIONS**

This form contains 8(eight) parts from A to I and applicants are required to fill in all the parts clearly and accurately. If the spaces provided are inadequate, you may use a separate sheet and attach to the form. Your national identity card/Passport, Copies of documents to demonstrate compliance with chapter six (6) of the Constitution of Kenya 2010, academic and professional Certificates shall be required on the date of interview.

**PART A: PERSONAL DETAILS**

1. Surname:.....Middle name.....Other name.....
2. (i) Sex :.....( ii) Date of Birth: (dd/mm/yyyy).....
3. Nationality.....
4. Marital Status:.....
5. Ethnicity:.....
6. Disability Status (where applicable).....Type of Disability.....
7. Religion:.....
8. County of Origin:.....
9. Current place of residence (County/town/village etc):.....
10. National ID/Passport No.:.....
11. Current Employer (if applicable).....
12. Current Position held:.....
13. Current Gross salary.....
14. Expected gross salary.....

**PART B: CONTACT DETAILS**

- 1. Postal Address:.....Code:.....Town.....
- 2. Physical Address.....
- 3. Cell Phone Number:.....
- 4. Email Address:.....

**PART C: DETAILS ON VACANT POST**

- 1. Position Applied For:.....
- 2. Reference number of the position.....
- 3. Highest Academic Qualification attained:.....
- 4. Highest Professional Qualification attained:.....
- 5. Membership to a Professional Body (if applicable).....
- 6. Skills/Competencies:

<b>SKILLS/ COMPETENCIES</b>	<b>Describe how you fit with the key requirements ( Provide adequate details and examples)</b>

**PART D: ACADEMIC AND PROFESSIONAL QUALIFICATIONS**

State Schools / Colleges/Universities/Institutions attended and indicate any Professional/Educational/Technical qualifications obtained (Start with the most

recent qualification).

1. ACADEMIC QUALIFICATIONS				
Name of the institution (university/college/school)	From (Year)	To (Year)	Qualifications obtained (level, and field) e.g.  <ul style="list-style-type: none"> <li>▪ BSc. Statistics</li> <li>▪ BSc. Math, IT etc.</li> </ul>	Grade e.g  <ul style="list-style-type: none"> <li>▪ 1<sup>st</sup> class</li> <li>▪ Credit</li> <li>▪ A plain etc.</li> </ul>

2. PROFESSIONAL/TECHNICAL QUALIFICATIONS				
Name of the Institution (University/college)	From (Year)	To (year)	Qualifications obtained (level, and Field ) e.g.  <ul style="list-style-type: none"> <li>▪ CPA part II- Section 3</li> <li>▪ Higher diploma in Human resource Management</li> <li>▪ Certificate in Computer Packages etc.</li> </ul>	Grade  <ul style="list-style-type: none"> <li>▪ Distinction</li> <li>▪ Credit</li> <li>▪ Pass etc.</li> </ul>

3. OTHER MERITS e.g. language skills, communication skills, resource mobilization skills, leadership/ management skills etc.		
Merits	Level of expertise ( Excellent, Good, Average Beginner)	Briefly describe how and when you applied the skill/merits.

<b>4. MEMBERSHIP TO PROFESSIONAL BODIES</b>		
<b>Name of the professional Body</b>	<b>Membership type</b>	<b>Member Number</b>
<b>5. OTHER ACHIEVEMENTS/ANY RELEVANT INFORMATION (Briefly narrate in the space provided)</b>		

**PART E: EMPLOYMENT HISTORY**

Give particulars of your employment history. (Start with the current position)

<b>Name and contact detail of employer</b>	<b>Position held</b>	<b>Brief description of duties performed</b>	<b>From (year)</b>	<b>To (year)</b>

**PART F: COVER PAGE:** Apply for one position only in the space provided.



**PART G: REFERENCES** (please note that BRS may conduct reference and/ or background checks on applicants)

Name	Position	Phone Number/email address/postal address	Employer (if applicable)	Relationship	Remarks

**PART H: DECLARATION**

I, (name)..... hereby  
certify that:

To the best of my Knowledge, the particulars given on this form are correct.

**Applicants signature**..... **Date** .....

