****

**KK JOB APPLICATION FORM**

**Instructions:** *(please read through the form and avail us with the required information. Note that all your information must be typed in the spaces provided).*

**A) POSITION DETAILS:**

|  |  |
| --- | --- |
| Date of advert: |  |
| Job Title applied for: |  |

**B) CANDIDATES BIO-DATA:**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Name: | | | |
| Date of Birth: | Gender: | Marital Status: | Nationality |

**Permanent Address:                                                                                     Present Address:**

|  |  |
| --- | --- |
| Home District/City: | Current District/City: |
| County/Sub county/Division: | County/Sub county/Division: |
| Place of birth/Village LC1: | Village/LC1: |
| Telephone No: | |
| E-mail: | |

**C) EDUCATION AND TRAINING:**

**I**) University or Equivalent (***Please provide details of your education background***)

|  |  |  |  |
| --- | --- | --- | --- |
| **University/Institution** | **Degree/Award** | **Dates (From-To)** | **Major/Main course of study.** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**ii) Schools attended or other formal training e.g.,** ***technical schools, A or O level***.

|  |  |  |
| --- | --- | --- |
| **Institution/School Name** | **Type (A or O levels)** | **Aggregates attained** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**iii**)***Please provide further relevant trainings, courses, Qualifications undertaken***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training institution/**  **organizations** | **Training details** | **From** | **To** | **Award / certificate attained** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**D) EMPLOYMENT HISTORY (***please starts with the most recent employer and list them in consecutive order)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Company Name** | **Position Held** | **From** | **To** | **Summary of roles performed and key achievements** | **Gross Salary and other benefits** | **Reasons for leaving** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**I) SKILLS/COMPETENCIES &PERSONAL CHARACTERS:**

*Please list any skills you have that are relevant /appropriate for the position you are applying for: -*

|  |
| --- |
|  |
|  |
|  |
|  |

**E) LANGUAGES:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Languages** | **Read** | | **Write** | | **Speak** | | **Understand** | |
| Easily | Not easily | Easily | Not easily | Easily | Not Easily | Easily | Not easily |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**F) REFERENCES:** *(please provide both professional & academic not relatives or spouses)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Company** | **Relationship** | **Contacts (phone & email)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**G: EXPERIENCE**

|  |
| --- |
| Using no more than 750 words, please provide evidence of your ability to perform each of the key duties outlined in the job description. Please ensure that you provide tangible examples that demonstrate your relevant skills, knowledge and experience. |
|  |

I certify that the information provided in this application is correct to the best of my knowledge and I understand that any misrepresentation /omission of information may result in denial of employment or discharge/termination. I authorize the referees listed above to give you further information concerning my character and previous employment record.

**Signature**: ………………………………. **Date………………………….**

**NB**: ***Shortlisted candidates will be requested to supply documentary evidence to support the information provided in this form.***