



APPLICATION FOR EMPLOYMENT

If you are applying for more than one post you must use different forms for each application.
Type in the Spaces provided

PART A: DETAILS ON VACANT POSITION

Position applied for:	
Job Group/ Grade of position:	

PART B: PERSONAL DETAILS

1. Full Name (with family or last name in capitals):	
2. Title (e.g. Mr. Mrs. Miss, Dr)	
3.(a)Date of Birth: (b)Age	
4. Mailing address including postcode,	
5. National Identification Card Number:	
6. PIN number	
7. Email (this will be our main form of communication):	
8. Cell Phone Number. (This will be our alternate form of communication):	
9. Home County as per the National Identification Card	
10. (a) Ethnicity (b) Sub Group Example Ethnicity - Kalenjin Sub group - Keiyo	

PART C: COMPLETED - ACADEMIC/PROFESSIONAL QUALIFICATIONS

Secondary/High school Details

- 1.Secondary/High School attended :
- 2.Grade achieved:
- 3.Examining Body:
- 4.Certificate No.

College Details:

1. Name of the course:
- 2.College attended:
- 2.Grade achieved:
- 3.Examining Body:
- 4.Certificate No.

College Details:

1. Name of the course:
- 2.College attended:
- 2.Grade achieved:
- 3.Examining Body:
- 4.Certificate No.

University

1. Name of the course:
2. Name of the University/College:
- 2.Grade achieved:
- 3.Examining Body:
- 4.Certificate No.

Post Graduate

1. Name of the course:
2. Name of the University/College:
- 2.Grade achieved:
- 3.Examining Body:
- 4.Certificate No.

PART D: MEMBERSHIP TO PROFESSIONAL BODY , SPECIALIST RECOGNITION & RETENTION	
Name of Professional Body	Membership Number
1.	
2.	
3.	

PART E: PUBLICATIONS	
Name of Publication	Date Published
1.	
2.	
3.	

PART F: CAREER HISTORY	
Please describe your career to date, starting with your most recent employment.	
Current employment	
1. Employer's name and address	1.
2. Your position/ job title	2.
3. Date employed	3.from: To:
4. Brief outline of reporting relationships, skills and achievements	
Previous employment	
1. Employer's name and address	1
2. Your position/ job title	2.
3. Date employed	3. from; To.
4. Brief outline of reporting relationships, skills and achievements	4.
5. Reason for leaving	5.
Previous employment	
1. Employer's name and address	1.

2. Your position/ job title	2.
3. Date employed	3. from; To.
4. Brief outline of reporting relationships, skills and achievements	4.
5. Reason for leaving	5.
Previous employment	
1. Employer's name and address	1.
2. Your position/ job title	2.
3. Date employed	3. from; To.
4. Brief outline of reporting relationships, skills and achievements	4.
5. Reason for leaving	5.
Previous employment	
1. Employer's name and address	1.
2. Your position/ job title	2.
3. Date employed	3. from; To.
4. Brief outline of reporting relationships, skills and achievements	4.
5. Reason for leaving	5.

PART G: PERSONAL DISCLOSURE
(Answer all the questions by ticking as appropriate and providing details as necessary)

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

If yes, please give details:
.....

2. Do you have any disability (ies)?
(Attach a copy of Certificate of Disability if any)

Yes

No

If yes, please indicate type:

.....

3. Have you ever been Charged/Convicted of a criminal offence in a court of law?

Yes

No

If yes, state the offence committed and sentence imposed:

.....

PART H: REFEREES

	REFEREE 1	REFEREE 2	REFEREE 3
Full Names			
Email Address			
Cell Phone No.			
Postal Address			
Occupation			
Period Known to you			

NOTE:

Referees indicated should be people who know you well and should not be your relatives.

PART I DECLARATION

I confirm that the information provided is to the best of my knowledge true and complete. I further confirm that I have not withheld any relevant information.

SIGNATURE:

DATE:

N.B Kenyatta National Hospital is an equal opportunity employer and people living disability are encouraged to apply