



# REPUBLIC OF KENYA

## COUNTY GOVERNMENT OF NYANDARUA

### COUNTY PUBLIC SERVICE BOARD



## APPLICATION FOR EMPLOYMENT FORM

Please complete all sections of this form as appropriate in BLOCK letters and submit to the Secretary, County Public Service Board, P.O. BOX 38, 20303 OL' KALOU, NYANDARUA

### 1. Position Applied For:

Post: ..... Vacancy No: .....

Department: .....

### 2. Personal Details of the Applicant:

Name: .....  
(Surname) (First Name) (Other Name)

Title: ..... Gender: Male  Female:   
(Prof/Dr/Mr/Mrs/Miss/Ms/Rev)

Date of Birth: ..... ID. No. .... Nationality: .....

Ethnicity: ..... Home County: ..... Sub County: .....

Ward: ..... Village: .....

Postal Address: ..... Code: .....

Town: ..... Tel No: ..... Mobile: .....

E-mail Address: .....

Alternative Contact Person:..... Mobile No: .....

### 3. Other Details

Are you living with disability? Yes  No

If yes, give;

(i) Details/Nature of Disability.....

(ii) Details of Registration with the National Council for people with Disabilities (Registration No. and Date) .....

Have you been convicted on any criminal offences or a subject of probation? Yes  No

If yes, state the reason(s) for dismissal/removal.....effective date.....  
(dd-mm-yy)

Have you ever been interviewed by Nyandarua County Public Service Board before? Yes/No

If yes, state the Post .....interview date.....  
(dd-mm-yy)

**(Declaring the above information will not necessarily exclude an applicant from recruitment by the County Public Service Board. Each case will be considered on its own merit)**

**4. Academic/Professional/Technical Qualifications (Starting with the most recent)**

Period		University/College/ Institution/School	Award/Attainment e.g. (Degree, Diploma, Certificate, etc)	Courses (e.g. PHD, MSC,BA)	Class/Grade
From	To				

**5. Other Relevant Courses and Training/Registration/Membership to Professional Bodies**

Year	Institution/College	Course

**6. Employment Details (Starting with the most recent)**

Period		Employers Name	Position/Rank/Designation	Grade/Gross Monthly Salary (Ksh)
From	To			

7. Briefly state your current duties, responsibilities and assignments (if any)

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8. Please give details of your abilities, skills and experience which you consider relevant to the position applied for. This information may include an outline of your most recent achievements and your reasons for applying for this post.

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## 9. Personal Referees

1. Full Name: .....  
Address: .....  
Telephone No: .....  
Email Address.....  
Occupation.....  
Period for which he/she has known you .....

2. Full Name: .....  
Address: .....  
Telephone No: .....  
Email Address.....  
Occupation.....  
Period for which he/she has known you .....

3. Full Name: .....  
Address: .....  
Telephone No: .....  
Email Address.....  
Occupation.....  
Period for which he/she has known you .....

## 10. 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/legal action.

Name of Applicant: .....

Date: .....

Signature of Applicant: .....