



CONFIDENTIAL JOB APPLICATION FORM

Instructions to applicants:

- This form **MUST** be filled by all applicants.
- Please type in the required information in all the sections of the form.
- All **“text boxes”** are expandable.
- Attach your detailed curriculum vitae, copies of academic and professional certificates, testimonials and National Identity Card alongside the application form.
- The Job Advert - read this carefully as it lists the skills, knowledge and qualifications required.
- Receipt of applications in hard copy closes on 14th February 2022 at 5.00 p.m. East African Time.
- Interview date will be communicated to shortlisted candidates only.
- Late applications or soft copy applications shall **NOT** be considered.
- Only shortlisted applicants will be contacted. Any applicant, who does not hear from us should consider him/herself unsuccessful.
- Canvassing by or on behalf of any applicant will lead to automatic disqualification of the applicant concerned.

A. POSITION APPLIED

Vacancy/Post	
Job Reference	

B. BIO DATA

i. Personal information						
Surname:		Other names (in full)		Gender : Male: _____ Female: _____		
Postal Address: _____ Postal Code: _____ Town: _____				Telephone Contacts: Home: _____ Business: _____ Mobile: _____ E-mail: _____		
Temporary Address (if applicable) _____				National Identity Card Number:		
				Passport Number and Country of Issue:		
Nationality	Date of Birth	Ethnicity	Age	County	place of birth	Disability (if yes) state
ii. Next of Kin						
Name:			Age	Relationship:		

C. AVAILABILITY

What period of notice do you require to serve your current employer?
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D. ACADEMIC/PROFESSIONAL QUALIFICATIONS – STARTING WITH THE HIGHEST (PLEASE ATTACH COPIES OF EDUCATION AND PROFESSIONAL CERTIFICATES)

Institution	Qualifications/Certificates	Specialization/Subject	Class/Grade attained	Year	
				From	To

E. OTHER RELEVANT COURSES AND TRAINING/REGISTRATION/MEMBERSHIP TO PROFESSIONAL BODIES/INSTITUTION

Year	Institution/College	Courses	Details

F. EMPLOYMENT HISTORY STARTING WITH CURRENT OR MOST RECENT EMPLOYER

Employer's Name	Job title/ Position held	From	To	Key Responsibilities	Basic Salary per month	Reason for leaving
		<i>Month/Year</i>	<i>Month/Year</i>			
1.						
2.						
3.						
4.						
5.						
6.						
7.						

G. EXPECTED SALARY AND BENEFITS

H. REFEREES

List three referees, including one from your previous employer

1st Referee – Current/Most recent Employer

Full Name:	
Job title of referee:	
Address:	
Email:	
Tel. Number:	
Period for which he/she has known you:	
In what capacity do you know this person?	
May we approach him/her at this stage?	

2nd Referee

Full Name:	
Job title of referee:	
Address:	
Email:	
Tel. Number:	
Period for which he/she has known you:	
In what capacity do you know this person?	
May we approach him/her at this stage?	

3rd Referee

Full Name:	
Job title of referee:	
Address:	
Email:	
Tel. Number:	
Period for which he/she has known you:	
In what capacity do you know this person?	
May we approach him/her at this stage?	

Declaration Statement

I hereby certify that the information I have provided in this Confidential Job Application Form, is to the best of my knowledge, correct, true and complete in every aspect. I also understand that deliberately falsifying or withholding information may lead to disqualification/legal action and dismissal if appointed.

Full Name:	
Signature:	
Date: (dd-mm-yyyy)	

Note: This form should be filled, printed, and signed by the applicant.