THE KISUMU NATIONAL POLYTECHNIC
P.O. BOX 143-40100, KISUMU TEL: +254 723446773
EMAIL: info@kisumupoly.ac.ke

APPLICATION FOR EMPLOYMENT FORM

Please complete all sections of this form in BLOCK letters as appropriate and submit to The Kisumu National Polytechnic Human Resource Department via email: careers@kisumupoly.ac.ke

Attach your cover letter, curriculum vitae, and copies of your academic certificates.

1. Vacancy Applied For

Vacancy/Post:.....

2. Personal Details of the Applicant

Name of applicant: .... Title.....
(Surname) (First Name) Other Name(s): (Prof/Dr/Mr/Mrs/Miss/Ms/Rev)

Date of Birth.....PIN NO..... ID/Passport No.....Gender: Male [ ] Female [ ]
Male
(dd-mm-yyyy)

Nationality..... Ethnicity..... Home County.....

Home Sub-County..... Home Ward.....

Postal Address..... Postal Code..... Town/City.....

Telephone..... Mobile..... Email.....

Alternative contact person.....Telephone.....

Do you consider yourself to be a Person with Disability? Yes [ ] No [ ]

If Yes, give;

(i) Which type of disability .....

(ii) Are you registered with NCPWD? Yes [ ] No [ ]

(iii) If YES give your NCPWD number.....If NO give the reason why.....

(iv) Do you require assistance/ Reasonable accommodation Yes [ ] No [ ]

(v) If YES kindly provide more information.....

3. Applicants in the Public Service Only

Ministry/Department/County Government/Other Public Institutions..... County.....

Personal/Employment No..... Present Substantive Post.....

Job group ..... Effective date.....
(dd-mm-yyyy)

Upgrading post (if applicable) .....Effective date.....
(dd-mm-yyyy)

On Secondment (if applicable): Organization .....Designation ..... Job group .....

Terms of Service: Permanent & Pensionable [ ] Contract [ ] Temporary [ ] Other. Please specify.....

All other Applicants

Current employer (if applicable) …… Position held……

Effective date…… Gross Salary (monthly) KES……
(dd-mm-yyyy)

Other Personal Details

Have you ever been convicted of any criminal offenses or a subject of probation order? Yes[ ] No [ ]

If Yes, state the nature of the offense, year, and duration of conviction……

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Have you ever been dismissed or otherwise removed from employment? Yes[ ] No[ ]

If Yes, state reason(s) for dismissal/removal…… Effective date……
(dd-mm-yyyy)

(Declaring the above information will not necessarily debar an applicant from employment in Public Service. Each case will be considered on its own merit)

6 Academic /Professional/Technical Qualifications (Starting with the Highest)

Year		University/College/ Institution/School	Award/Attainment (e.g Degree, Diploma, Certificate)	Courses (e.g PhD, Msc, BA)	Subject (Econ,Maths e.t.c)	Class/Grade Attained
From	To					

7. Other Relevant Courses and Training attended Lasting not Less than One (1) Week

Year	Institution/College	Courses	Details and Duration

8. Professional Membership

Professional Body	Membership/ Registration Number	Membership Type (e.g. Associate, Full etc.)	Date of Renewal

Employment Details – where applicable (starting with the current or most recent)

Year		Employer's Name	Position/ Designation	Job Group/ Gross Monthly Salary (Ksh.)
From (dd-mm-yyy)	To (dd-mm-yyyy)			

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

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

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Mandatory Requirements

These are mandatory requirements in compliance with chapter six (6) of the constitution and Leadership and Integrity Act. Shortlisted candidates will be required to present the following documents during the interview.

1. Clearance from Higher Education Loans Board
2. Clearance from Criminal Investigation of Department
3. Clearance from Ethics and Anti-Corruption Commission
4. Clearance from Kenya Revenue Authority (Tax Compliance Certificate)

Personal References

The names of distinguished persons should not be used unless they really know you well; the names of relatives or of those from whom you send testimonials should not be used.

1. Full Name: ……

Address: ……Post Code ……City/Town……..

Telephone No:…… E-mail address:……..

Occupation: ……..

Period for which he/she has known you: ……..

2. Full Name: ……

Address: ……Post Code ……City/Town……..

Telephone No: …….. E-mail address……

Occupation: ……..

Period for which he/she has known you: ……..

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.

Date: …….. (dd-mm-yyyy)

…….. Signature of the Applicant