EMPLOYMENT APPLICATION FORM

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| POSITION APPLIED  (E.G: Professional Architect, Junior Architect, Architectural Technologist etc.) | | | | | | | |  | | | | | | | | | | | | |
| **PERSONAL AND CONTACT INFORMATION** | | | | | | | | | | | | | | | | | | | | |
| Name: | | | | | Surname: | | | | | | | Nationality | | | | | | | | |
| Date of Birth: | | | | | Gender: | | | | | | | Race: | | | | | | | | |
| ID / Passport: | | | | |  | | | | | | |  | | | | | | | | |
| Are you a Kenyan Citizen? | | | | *Yes* | | *No* | | | Do you have a valid work Permit? | | | | | | | | *yes* | | *no* |
| Have you ever been convicted of a criminal offence or been dismissed from employment? | | | | | | | | | | | | | | | | | *yes* | | *no* | |
| Current Cost to Company(gross) | | | | | Current Nett Salary(Provide Pay slip) | | | | | | Salary Expectation(gross) | | | | | | | | | |
| Benefits currently offered | | | | | | | | | | | Company contribution | | | | | | | | | |
| Email: | | | Skype: | | | | | Cell: | | | | | | | Home: | | | | | |
| **WORK EXPERIENCE / QUALIFICATIONS & PROFICIENCIES** | | | | | | | | | | | | | | | | | | | | |
| HIGHEST QUALIFICATIONS | | | | | ACADEMIC INSITUTION: | | | | | | | | | | | DATE: | | | | |
|  |  |  | |  |  |  |  | |  | |  | |  | | |  |  | |  |
| **CAREER HISTORY:** | | | | | | | | AVAILABILITY/NOTICE PERIOD: | | | | | | | | | | | | |
| **2018** | | | | | | | | | | | | | | | | | | | | |
| **2017** | | | | | | | | | | | | | | | | | | | | |
| **2016** | | | | | | | | | | | | | | | | | | | | |
| **2015** | | | | | | | | | | | | | | | | | | | | |
| Are you tied into any restraint of trade from a previous employer and for what period? | | | | | | | | | | | | | | | | | | | | |
| REVIT Proficiency *(If Applicable)*: | | | | | | | NONE | | | BEGINNER | | | | INTERMED | | | | ADVANCED | | |
| CAD Proficiency *(If Applicable)*: | | | | | | | NONE | | | BEGINNER | | | | INTERMED | | | | ADVANCED | | |
| MS Office Proficiency *(If Applicable)*: | | | | | | | NONE | | | BEGINNER | | | | INTERMED | | | | ADVANCED | | |
| **RATE YOURSELF**: **1: Very Weak - 10: Exceptional** | | | | | | | | | | | | | | | | | | | | |
| Design skills | | | |  | | |  | | Speed | | | | | | |  |  | |  | |
| Presentation skills | | | |  | | |  | | Working under pressure | | | | | | |  |  | |  | |
| Technical skills | | | |  | | |  | | Responsibility | | | | | | |  |  | |  | |
| Management / Contract skills | | | |  | | |  | | Motivation | | | | | | |  |  | |  | |
| Neatness | | | |  | | |  | | Discipline | | | | | | |  |  | |  | |
| English (speak, read & write) | | | |  | | |  | | Accuracy | | | | | | |  |  | |  | |
| **REFERENCES (***Please forward 2 letters of reference***)** | | | | | | | | | | | | | | | | | | | | |
| Name | | Relationship to you | | | | | | | | | Tel. No. (Office Hrs) | | | | | | | | | |
|  | |  | | | | | | | | |  | | | | | | | | | |
| **DECLARATION:** I hereby acknowledge that all the information I have given is true and correct | | | | | | | | | | | | | | | | | | | | |
| **Signature** | |  | |  |  |  |  | |  | | **Date** | | | | |  |  | |  |
| **FOR OFFICE USE ONLY** | | | | | | | | | | | | | | | | | | | | |
| TEAM PRIORITY | | | |  | | | | | | | | | | | | | | | | |
| Organisational Organogram Tier | | | |  | | | | | | | | | | | | | | | | |
| Organisational Salary Band | | | |  | | | | | | | | | | | | | | | | |