## **STAFF ENTRY FORM**

HR MANAGER.....

NAME: MR./ MS: DATE OF BIRTH DEPARTMENT: PIN NO: NHIF NO: Contact Details		NOEL PENDO GWAKO 1998-12-31 MARKETING A011160439Z 9773200	ID NO: JOINING DATE: DESIGNATION: NSSF NO:		35739440 2022-06-24 Marketing Executive 2029412177		
POSTAL ADDRESS:	1420	CODE:	40100	TOWN:	Kisumu		
TELEPHONE NO: 0711574806							
EMAIL ADDRESS:							
Bank Account Details							
BANK ACCOUNT NO: 1260173335864							
BANK NAME: EQUITY BANK LTD			BANK CODE: 68				
BRANCH NAME: KISUMU			BRANCH CODE: 029				
FOR OFFICIAL USE ONLY							
PAYROLL NO:G	VL/049		BASIS: PERMANE	ENT			
SALARY: KSHS.35,000							
RECRUITED BY	(HOD):		PROCESSED BY (CONTROLLER):				

APPROVED BY (DIRECTOR)......DATE APPROVED: 24-06-2022

## **DOCUMENT CHECKLIST**

Document	Status	Remarks
(1) Academic and Proffessional	V	
Certificates		
(2) Copy Of ID Card	V	
(3) 2 Colored Passport Size Photos	V	
(4) Copy Of NSSF Card	V	
(5) NHIF Card	V	
(6) Copy Of KRA PIN	V	
(7) Certificate Of Good Conduct	X	
(8) Salary Remittance Bank Account	: <b>V</b>	
Details		