STAFF	ENTRY	FORM
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NAME: MR./ MS: DATE OF BIRTH DEPARTMENT: PIN NO: NHIF NO: Contact Details	:	BENTA ACHIENG ONYANGO 1982-05-18 OPERATIONS A010397771D 6770787	ID NO: JOINING DATE: DESIGNATION: NSSF NO:		25738222 2018-03-01 House-keeping 2013945174		
POSTAL ADDRESS:	9379	CODE:	40100	TOWN:	Mega Plaza		
TELEPHONE NO: 0713247178							
EMAIL ADDRESS:							
Bank Account Details							
BANK ACCOUNT NO: 0290194059030							
BANK NAME: EQUITY BANK LTD		BANK CODE: 68					
BRANCH NAME: KISUMU		BRANCH CODE: 029					
FOR OFFICIAL USE ONLY							
PAYROLL NO:SIL/102			BASIS: PERMANENT				
SALARY: KSHS.14,866							
RECRUITED BY(HOD):			PROCESSED BY (FINANCE CONTROLLER):				
HR MANAGER							

APPROVED BY (DIRECTOR)......DATE APPROVED: 23-03-2018

DOCUMENT CHECKLIST

Document	Status	Remarks
(1) Academic and Proffessional Certificates	X	
(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	V	
(8) Salary Remittance Bank Account	t V	
Details		