STAFF ENTRY FORM

NAME: MR./ MS: DATE OF BIRTH: DEPARTMENT: PIN NO: NHIF NO: Contact Details	ABINAYO 1977-01-01 A006967173R R3785691	ID NO: JOINING DATE: DESIGNATION: NSSF NO:	29443599 2012-06-01 759553912	
POSTAL ADDRESS:	CODE:	TO	OWN:	
TELEPHONE NO:				
EMAIL ADDRESS:				
Bank Account Details				
BANK ACCOUNT NO: 078000028380				
BANK NAME: EQUITY BANK LTD		BANK CODE: 68		
BRANCH NAME: KAKAMEGA		BRANCH CODE: 050		
FOR OFFICIAL USE ONLY				
PAYROLL NO:	STC/023	BA	ASIS: PERMANENT	
SALARY: KSHS.22,027		co	OST CENTRE: STC/023	
RECRUITED BY(HOD):		PROCESSED BY (FINANCE CONTROLLER):		
HR MANAGER				
APPROVED BY (DIRECTOR)		DATE APPROVED: 23-12-2016		

DOCUMENT CHECKLIST

Document	Status	Remarks
Anadamia and Draffansianal	V	
Academic and Proffessional	X	
Certificates		
Copy Of ID Card	X	
2 Colored Passport Size Photos	X	
Copy Of NSSF Card	Χ	
NHIF Card	Χ	
Copy Of KRA PIN	Χ	
Certificate Of Good Conduct	Χ	
Salary Remittance Bank Account	Χ	
Details		