## **STAFF ENTRY FORM**

NAME: MR./ MS: DATE OF BIRTH:

H :

DEPARTMENT:

PIN NO: NHIF NO: MARY ANGUDHA

1986-11-12

A005286122N

2737127

ID NO:

JOINING DATE:

DESIGNATION: NSSF NO:

25188211 2016-12-01 Marketing Executive

139361820

**Contact Details** 

POSTAL ADDRESS:

143

CODE:

40100

TOWN:

**KISUMU** 

**TELEPHONE NO: 0725769687** 

EMAIL ADDRESS: magutha@yahoo.com

**Bank Account Details** 

BANK ACCOUNT NO: 01108013662500

BANK NAME: CO-OPERATIVE BANK BANK CODE: 11

**BRANCH NAME: KISUMU BRANCH CODE: 003** 

FOR OFFICIAL USE ONLY

PAYROLL NO: SIL/094 BASIS: PERMANENT

SALARY: KSHS.27,000 COST CENTRE: SIL/094

RECRUITED BY(HOD):..... PROCESSED BY (FINANCE

CONTROLLER):....

APPROVED BY (DIRECTOR)......DATE APPROVED: 23-12-2016

**DOCUMENT CHECKLIST** 

>> Copies of Academic & Professional certificates

>> Copy of Identity Card

- >> 2 Colored Passport size photos
- >> Copy of National Social Security Fund Card
- >> Copy of National Hospital Insurance Fund Card
- >> Copy KRA PIN
- >> Certificate of Good Conduct
- >> Salary remittance bank account details