STAFF ENTRY FORM

NAME: MR./ MS: DATE OF BIRTH DEPARTMENT: PIN NO: NHIF NO: Contact Details		JAFTHER KIPTOO 1992-10-01 CREDIT CONTROL A007512776C 7858649	ID NO: JOINING DATE: DESIGNATION: NSSF NO:		31034764 2019-02-21 Assistant Accountant 2018454357		
POSTAL	346	CODE:	20200	TOWN:	KERICHO ROAD		
ADDRESS:	340	GODE.	20200	TOWN.	REMONO ROAD		
TELEPHONE NO: 0727869896							
EMAIL ADDRESS:							
Bank Account Details							
BANK ACCOUNT NO: 1144595681							
BANK NAME: KENYA COMMERCIAL BANK LTD			BANK CODE: 01				
BRANCH NAME: KITALE			BRANCH CODE: 149				
FOR OFFICIAL USE ONLY							
DAVBOLL NO.C	// /0.40		BASIS: PERMANE	·NIT			
PAYROLL NO:G			BASIS: PERMANE	:IN I			
SALARY: KSHS.:	21,979						
RECRUITED BY(HOD):		PROCESSED BY (CONTROLLER):				
HD MANAGED							

APPROVED BY (DIRECTOR)......DATE APPROVED: 25-02-2019

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	: V	
Details		