STAFF ENTRY FORM

NAME: MR./ MS: DATE OF BIRTH: DEPARTMENT: PIN NO: NHIF NO: Contact Details	EDGER EGESA OPILI 1988-06-27 OPERATIONS A005820276Y 4000528	ID NO: JOINING DATE: DESIGNATION: NSSF NO:	27950653 2019-03-01 Electrician 836133919		
Contact Details					
POSTAL 490 ADDRESS:	CODE:	50400	TOWN:		
TELEPHONE NO: 0726838080					
EMAIL ADDRESS:					
Bank Account Details					
BANK ACCOUNT NO: 01116870255900					
BANK NAME: CO-OPERATIVE BANK		BANK CODE: 11			
BRANCH NAME: KISUMU		BRANCH CODE: 003			
FOR OFFICIAL USE ONLY					
PAYROLL NO:SIL/111		BASIS: PERMANENT			
SALARY: KSHS.26,495					
2					
RECRUITED BY(HOD):		PROCESSED BY CONTROLLER):			
HR MANAGER					
APPROVED BY (DIRECTOR)					

DOCUMENT CHECKLIST

Document	Status	Remarks
(1) Academic and Proffessional Certificates	V	
(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		