STAFF ENTRY FORM

NAME: MR./ MS: DATE OF BIRTH DEPARTMENT: PIN NO: NHIF NO:	:	GILBERT OUMA OTIENO 1992-05-28 OPERATIONS A011844011F R7797111	ID NO: JOINING DATE: DESIGNATION: NSSF NO:		33085772 2018-03-01 House-keeping 2022246682		
Contact Details							
POSTAL ADDRESS:	2815	CODE:	40100	TOWN:	OBUMBA		
TELEPHONE NO: 0798389468							
EMAIL ADDRESS:							
Bank Account Details							
BANK ACCOUNT NO: 0290172275923							
BANK NAME: EQUITY BANK LTD			BANK CODE: 68				
BRANCH NAME: KISUMU			BRANCH CODE: 029				
FOR OFFICIAL USE ONLY							
PAYROLL NO:SI		BASIS: PERMANENT					
SALARY: KSHS.14,866							
RECRUITED BY(HOD): PROCESSED BY (FINANCE CONTROLLER):							
			CONTROLLER):				
HR MANAGER							
APPROVED BY (DIRECTO	OR)	DATE APPROVED: 23-03-2018				

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		