## **STAFF ENTRY FORM**

NAME: MR./ MS:	VIVIAN AWINJA INGATI	ID NO:	24028443
DATE OF BIRTH :	1985-04-02	JOINING DATE:	2019-03-11

DEPARTMENT:MARKETINGDESIGNATION:Marketing ExecutivePIN NO:A006452821LNSSF NO:230540821

PIN NO: A006452821L NHIF NO: 7453537

**Contact Details** 

POSTAL 914 CODE: 40100 TOWN: OGINGA ODINGA

ADDRESS:

**TELEPHONE NO: 0729277255** 

EMAIL ADDRESS: awinjavivian@gmail.co

**Bank Account Details** 

BANK ACCOUNT NO: 0450198259291

BANK NAME: EQUITY BANK LTD BANK CODE: 68

BRANCH NAME: KISUMU BRANCH CODE: 029

FOR OFFICIAL USE ONLY

PAYROLL NO:SIL/109 BASIS: PERMANENT

**SALARY:** KSHS.35,000

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

CONTROLLER):....

HR MANAGER.....

APPROVED BY (DIRECTOR)......DATE APPROVED: 27-03-2019

## **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	X	
(5) NHIF Card	V	
(6) Copy Of KRA PIN	V	
(7) Certificate Of Good Conduct	V	
(8) Salary Remittance Bank Account	t V	
Details		