STAFF ENTRY FORM

NAME: MR./ MS: DATE OF BIRTH DEPARTMENT: PIN NO: NHIF NO:		PAUL BUNDEH SIMBA 1993-08-22 CREDIT CONTROL A007191654L 9226743	ID NO: JOINING DATE: DESIGNATION: NSSF NO:		30001538 2021-11-01 Assistant Accountant 2036339326		
Contact Details							
POSTAL ADDRESS:	3207	CODE:	40100	TOWN:	Oginga Odinga Road		
TELEPHONE NO: 0718266437							
EMAIL ADDRESS:							
Bank Account Details							
BANK ACCOUNT NO: 440000307173							
BANK NAME: Commercial Bank of Africa			BANK CODE: 07-000				
BRANCH NAME: KISUMU			BRANCH CODE: 027				
FOR OFFICIAL USE ONLY							
PAYROLL NO:SI	L138		BASIS: PERMANE	ENT			
SALARY: KSHS.25,000							
RECRUITED BV/	HOD)·		PROCESSED BY	(FINANC	SF.		
RECRUITED BY(HOD):			PROCESSED BY (FINANCE CONTROLLER):				
HR MANAGER							

APPROVED BY (DIRECTOR)...... DATE APPROVED: 22-11-2021

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		