## **STAFF ENTRY FORM**

HR MANAGER.....

NAME: MR./ MS: DATE OF BIRTH DEPARTMENT: PIN NO: NHIF NO:		JAFTHER KIPTOO 1992-10-01 CREDIT CONTROL A007512776C 7858649	ID NO: JOINING DATE: DESIGNATION: NSSF NO:		31034764 2019-02-21 Assistant Accountant 2018454357	
Contact Details						
POSTAL ADDRESS:	346	CODE:	20200	TOWN:	KERICHO ROAD	
TELEPHONE NO	: 072786	9896				
EMAIL ADDRESS	<b>S</b> :					
Bank Account De	etails					
BANK ACCOUNT	Γ <b>ΝΟ</b> : 114	14595681				
BANK NAME: KENYA COMMERCIAL BANK LTD			BANK CODE: 01			
BRANCH NAME: KITALE			BRANCH CODE: 149			
FOR OFFICIAL U	SE ONL	Y				
PAYROLL NO:G\	/L/042		BASIS: PERMANI	ENT		
SALARY: KSHS.2	21,979					
RECRUITED BY(	HOD):		PROCESSED BY			

APPROVED BY (DIRECTOR)......DATE APPROVED: 02-10-2019

## **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	: <b>V</b>	
Details		