STAFF ENTRY FORM

NAME: MR./ MS: DATE OF BIRTH: DEPARTMENT: PIN NO: NHIF NO:	TITUS OTWANE 1997-05-16 OPERATIONS A010215598Y 6332089	ID NO: JOINING DATE: DESIGNATION: NSSF NO:		33942733 2018-03-01 House-keeping 2012577073	
Contact Details					
POSTAL 30 ADDRESS:	CODE:	50142 1	ΓOWN:	AMAGORO	
TELEPHONE NO: 0720904496					
EMAIL ADDRESS:					
Bank Account Details					
BANK ACCOUNT NO: 0290168674739					
BANK NAME: EQUITY BANK LTD		BANK CODE: 68			
BRANCH NAME: KISUMU		BRANCH CODE: 029			
FOR OFFICIAL USE ONLY					
PAYROLL NO:SIL/106		BASIS: PERMANEN	NT		
SALARY: KSHS.14,866					
RECRUITED BY(HOD):		PROCESSED BY (FINANCE CONTROLLER):			
HR MANAGER					

APPROVED BY (DIRECTOR)......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		