STAFF ENTRY FORM

NAME: MR./ MS: DATE OF BIRTH: DEPARTMENT: PIN NO: NHIF NO: Contact Details	W 19 O A	ODGERS WAFULA /AMAYUYI 990-10-07 PERATIONS 008480098B 241969	ID NO: JOINING DATE: DESIGNATION: NSSF NO:		29141424 2020-02-01 House-keeping 2006735687		
POSTAL 2 ADDRESS:	225	CODE:	50200	TOWN:	SIRISIA		
TELEPHONE NO: 0714040027							
EMAIL ADDRESS:							
Bank Account Details							
BANK ACCOUNT NO: 1176972804							
BANK NAME: KEN	MERCIAL BANK LTD	BANK CODE: 01					
BRANCH NAME: BUNGOMA			BRANCH CODE: 01197				
FOR OFFICIAL USE ONLY							
PAYROLL NO:SIL/		BASIS: PERMANE	:NT				
SALARY: KSHS.14,400							
RECRUITED BY(HOD):			PROCESSED BY (FINANCE CONTROLLER):				
HR MANAGER							
APPROVED BY (DIRECTOR)			DATE APPROVED: 26-02-2020				

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	Χ	
(8) Salary Remittance Bank Account	t V	
Details		