STAFF ENTRY FORM

NAME: MR./ MS: DATE OF BIRTH: DEPARTMENT: PIN NO: NHIF NO: Contact Details	DENIS ABOK ALOO 1995-10-16 MARKETING A011386872D 6275391	ID NO: JOINING DATE: DESIGNATION: NSSF NO:		33962685 2022-05-04 Marketing Executive 2038846087		
POSTAL 272 ADDRESS:	CODE:	40100	ΓOWN:	Ahero		
TELEPHONE NO: 0792152375						
EMAIL ADDRESS:						
Bank Account Details						
BANK ACCOUNT NO: 01108258943400						
BANK NAME: CO-OPERATIVE BANK		BANK CODE: 11				
BRANCH NAME: KISUMU		BRANCH CODE: 003				
FOR OFFICIAL USE ONLY						
PAYROLL NO:GVL/048 SALARY: KSHS.31,000		BASIS: PERMANENT				
RECRUITED BY(HOD):		PROCESSED BY (FINANCE CONTROLLER):				
HR MANAGER						

APPROVED BY (DIRECTOR)......DATE APPROVED: 23-05-2022

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		