



## **EMPLOYMENT APPLICATION FORM**

### **PART A: DETAILS ON VACANT POST**

1. Title of Position Applied For: -----
2. Grade of the Position: -----
3. Department: -----

### **PART B: PERSONAL PARTICULARS**

*(Please fill in BLOCK/CAPITAL letters)*

1. Surname: -----Other Names: -----
2. Title: (e.g. Mr/Mrs/Miss) ----- (3) Gender: -----
4. (i) Ethnic Group: -----
- (ii) Sub- Group (*Where applicable*) -----

Example

*Ethnic Group – Luyha*

*Sub-Group – Malagholi*

5. Religion: -----
6. (i) County of Birth: -----
- (ii) Constituency/District: -----
- (iii) Ward: -----
- (iv) Location: -----
- (v) Sub-Location: -----

Attach a detailed Curriculum Vitae - CV

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Version 1 – July, 2013

*Tulipe Ushuru Tujitegemee!*

Times Tower Building  
Haile Selassie Avenue, P.O. Box 48240-00100  
Tel: 310900 Fax 316872





- (vi) Village -----
7. Date of Birth: (dd/mm/yyyy) ----- 8. Nationality: -----
9. Marital Status: -----
10. National ID Card/Passport No: -----
11. PIN Number: -----
12. Tax Compliance Certificate: -----
13. Employee No : **( If internal candidate - KRA Staff)** -----

**PART C: PERSONAL CONTACT DETAILS**

14. Postal Address: -----Code: -----Town-----
15. Telephone Number - Landline:-----
- Alternative Contact No: -----
16. Email Address:-----

**PART D: ACADEMIC AND PROFESSIONAL QUALIFICATIONS:**

- (1) State Schools and Colleges attended and indicate any professional/ Educational/ Technical qualifications obtained. **(Start with the most recent qualification).**

a. ACADEMIC QUALIFICATIONS				
Name of the Institution (University/College/School)	From (Year)	To (Year)	Qualifications Obtained (level, and Field ) e.g ▪ BCom - Procurement,	Grade e.g. ▪ 1 <sup>st</sup> Class, ▪ Credit, ▪ A Plain etc.



# KENYA REVENUE AUTHORITY

			▪ BSc.-Math's, IT etc.	

## b. PROFFESIONAL/TECHNICAL QUALIFICATIONS

Name of the Institution (University/College)	From (Year)	To (Year)	Qualifications Obtained (level, and Field) e.g. <ul style="list-style-type: none"> <li>▪ CPA Part II - Section 3.</li> <li>▪ Higher Diploma in Human Resources Management</li> <li>▪ Certificate in Computer Packages etc.</li> </ul>	Grade e.g. <ul style="list-style-type: none"> <li>▪ Credit,</li> <li>▪ Pass etc.</li> </ul>

## c. MEMBERSHIP TO PROFESSIONAL BODIES

Professional Body	Membership type	Membership Number
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**PART E: EMPLOYMENT HISTORY:**

Give particulars of all your employment history since leaving school. (*Start with the current position*).

Name & full address of Employer.	Position held	Brief description of duties performed	From (Year)	To (Year)	Reasons for leaving

**PART F: PERSONAL DISCLOSURE**

(Answer all the Questions by Ticking as Appropriate and Providing Details as Necessary)

1. Have you ever been dismissed or otherwise removed from any employment?

- ☐ YES  
☐ NO

If YES, please give details:

.....





2. Do you suffer from any physical impairment?  
(Attach a copy of Disability Certificate if any)

☐ YES

☐ NO

If YES give details on nature of disability

3. Have you ever been Charged/Convicted on any charge of a criminal offence in a Court of law?

☐ YES

☐ NO

If YES, state the offence committed and sentence imposed:

4. Have you ever, with or without being convicted been made the subject of a probation order?

☐ YES

☐ NO

If YES, give details:



5. **REFEREES:**

	Referee 1	Referee 2	Referee 3
Full Names			
Email Address			
Cell Phone No.			
Postal Address			
Occupation			
Period known to you (e.g. 2yrs)			

**NOTE:**

Referees indicated should be people who know you well and exclude relatives. Period should be in specific number of years/months e.g. 2 years or 2 months. AVOID statements such as "since birth" or "since 1980")

**PART G: DECLARATION:**

I, ..... hereby certify that:

To the best of my knowledge, the particulars given on this form are correct.

.....  
**Applicant's Signature**

.....  
**Date**

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