

STAFF ENTRY FORM

NAME: MR./ MS:	TEST ACCOUNT	ID NO:
DATE OF BIRTH :		JOINING DATE:
DEPARTMENT:		DESIGNATION:
PIN NO:		NSSF NO:
NHIF NO:		

Contact Details

POSTAL ADDRESS:	CODE:	TOWN:
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TELEPHONE NO:

EMAIL ADDRESS:

Bank Account Details

BANK ACCOUNT NO:

BANK NAME:	BANK CODE:
BRANCH NAME:	BRANCH CODE:

FOR OFFICIAL USE ONLY

PAYROLL NO:0131	BASIS: PERMANENT
SALARY: KSHS.622	

RECRUITED BY(HOD):.....	PROCESSED BY (FINANCE CONTROLLER):.....
HR MANAGER.....	
APPROVED BY (DIRECTOR).....	DATE APPROVED: 04-02-2019

DOCUMENT CHECKLIST

Document	Status	Remarks
(1) Academic and Professional Certificates	X	
(2) Copy Of ID Card	X	
(3) 2 Colored Passport Size Photos	X	
(4) Copy Of NSSF Card	X	
(5) NHIF Card	X	
(6) Copy Of KRA PIN	X	
(7) Certificate Of Good Conduct	X	
(8) Salary Remittance Bank Account Details	X	