

## STAFF ENTRY FORM

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

### Contact Details

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POSTAL                                      CODE:                                      TOWN:  
ADDRESS:

TELEPHONE NO:

EMAIL ADDRESS:

### Bank Account Details

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BANK ACCOUNT NO:

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

### FOR OFFICIAL USE ONLY

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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

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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	