



APPLICATION FOR EMPLOYMENT FORM

Please complete this form in BLOCK letters as appropriate and submit to the Principal, Karumo Technical Training Institute, P.O.BOX 111 - 60200 MERU, KENYA

1. Vacancy Applied For

Vacancy/Post: Vacancy No:

Department:

2. Personal DetailsName of applicant:
(Surname) First Name Other Name(s):

Title: (Prof/Dr/Mr./Mrs./Miss/Ms/Rev)

Date of Birth: Gender: Male Female
(dd-mm-yyyy)

Nationality: ID.No/Passport No.:

Postal Address: Town : Code:

Home County: Sub county: Constituency:

Telephone: Mobile: E-mail address:

Alternative contact person: Telephone:

3. Applicants in the institute only

Department: Section:

Present Substantive Post: Job Grade:

Effective date:
(dd mm yyyy)Upgrading (if applicable) post: Effective date:
(dd-mm-yyyy)Terms of Service: Permanent & Pensionable Contract Casual Internship**4. Applicants in Private/NGO/Other Sectors**

Current employer: Position held:

Effective date: Gross Salary (monthly) Ksh.

5. Other Details

Indicate the language(s) you are proficient in:

Do you suffer from any physical impairment? Yes No Reg. No.

If yes give details:

Have you ever been convicted of any criminal offences or a subject of probation order?

Yes No

Have you ever been dismissed or otherwise removed from employment? Yes No

If Yes, State reason (s) for dismissal/removal:

Effective date:

(dd-mm-yyyy)

Have you ever been interviewed by Karumo Technical Training Institute before? Yes No

If Yes, State the Post: Interview date:

(dd-mm-yyyy)

(Declaring the above information will not necessarily debar an applicant from employment in the Board. Each case will be considered on its own merit)

6. Academic /Professional/Technical Qualifications (Starting with the Highest)

Year		University/College /School	Award/Attainment (e.g. Degree, Diploma, Certificate)	Courses (e.g. PhD, Msc, BA)	Area of Specialization	Class/ Grade
From	To					

7. Other Relevant Courses & Training/Registration/Membership to Professional Bodies/Institute

From	To	Institute/College	Courses	Details

8. Employment Details - where applicable (starting with the current or most recent)

Year		Designation/ Position	Job Group/Grade /Scale /Gross Monthly Salary (Ksh.)	Ministry/State Department/ Institution/ Organization
From (dd-mm-yyyy)	To (dd-mm-yyyy)			

9. Briefly state your current duties, responsibilities and assignments (if any)

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10. Please give details of your abilities, skills and experience which you consider relevant to the position applied for. This information may include an outline of your most recent achievements and your reasons for applying for this post.

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11. Referees (people who have interacted with you professionally)

1. Full Name:.....

Occupation:.....

Address:.....Post Code:.....City/Town:

Mobile No:..... E-mail address:.....

Period for which the referee has known you:.....

2. Full Name:.....

Occupation:.....

Address:.....Post Code:.....City/Town:
Mobile No:..... E-mail address:.....
Period for which the referee has known you:.....

12.Declaration

I certify that the particulars given on this form are correct and understand that any incorrect /misleading information may lead to disqualification and/or legal action.

Date:
(dd-mm-yyyy)

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Signature of the Applicant