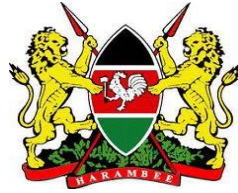


NOT FOR SALE



KCPSB/01 (Revised 2017)

Folio No:.....

COUNTY GOVERNMENT OF KERICHO

COUNTY PUBLIC SERVICE BOARD

APPLICATION FOR EMPLOYMENT FORM

Please complete this form in BLOCK letters. Submit it to the Secretary, County Public Service Board, P.O.BOX 1376, 20200 KERICHO, or apply on-line via the Public Service Board Job Application Portal; www.psbkericho.org

Attach copies of certificates, testimonials, a copy of coloured passport size photo, copy of ID card and clearance certificates (KRA, CID, HELB and EACC).All parts of this form must be filled.

PART 1

1. Vacancy applied for

Vacancy/Post:Vacancy No:.....

Department.....

Terms of Service (As per advert) Permanent & pensionable Contract

Temporary

2. Personal Details

Name of Applicant:Title.....
Surname First Name Other name(s) (Prof/Dr/Mr/Mrs/Miss/Ms/Rev/etc)

Date of Birth:..... Gender: (M/F).....

PWD (Yes/No)..... Nature of Disability..... Reg No.....

Nationality:..... Ethnicity.....

ID No/Passport No:.....Employment/Personal No:.....

Address:.....Postal Code:.....

Home CountyHome Sub-County.....

Home Ward.....Location..... Ward of Birth.....

Marital Status:.....Telephone:.....

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

Alternative contact person:.....Telephone:.....

3. Applicants in the Public Service only

Ministry/Department/County/Other Public Institutions:.....

Station:.....Present Substantive Post..... Job group:.....

Effective date Upgrading (if applicable) Post:.....Effective date:.....

Terms of Service: Permanent & Pensionable Contract Temporary

4. Applicants NOT in Public Service Only

Current employer:.....

Position held:.....Effective date:.....

StationGross Salary (monthly) Ksh.....

5. Other Details.

Indicate the language(s) you are proficient in.....

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

Yes No If yes, give details:.....

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

If Yes, state reason (s) for dismissal/removal.....

Effective date.....

Have you ever been interviewed by Kericho County Public Service Board before?

Yes No

If Yes, State the post:.....

and interview date:.....

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

8. Employment Details (Starting with the most recent)

Year		Employer's Name	Position/ Rank/ Designation	Job Group/Gross Monthly Salary(Kshs)
From	To			

(a). Briefly state your current duties, responsibilities and assignments

.....

(b). Please give details of your abilities, skills and experience which you consider are relevant to the position applied for. The information may include an outline of your most recent achievements and your reasons for applying.....

.....

9. Personal References

The names of distinguished persons should not be used unless they really know you well. The names of relatives or staff members of the Kericho Public Service Board should also not be used.

(i). Full Name:.....Title.....

Address:.....

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

Occupation:.....Title

Period for which he/she has known you:.....

(ii). Full Name:..... Title.....
Address:.....
Telephone No:..... Mobile No E-mail
Occupation:..... Title.....
Period for which /he/she has known you:.....

10. Declaration:

I hereby certify to the best of my knowledge that the particulars given on this form are correct and I understand that any incorrect information may lead to disqualification/legal action.

Date:
Signature of the Applicant

PART 2

11. Recommendation/Comments by Head of Department

To be completed by immediate supervisor where applicable
.....
.....
.....
.....
Name of Supervisor Department.....
DesignationSignature.....
Date.....Official Stamp:.....

12. For Official Use Only

Received By: Name: Signature..... Date:.....
Countersigned by Applicant..... Date.....