

Please fill the form with all information requested before signing



ANNEX HR-3.3 APPLICATION FOR EMPLOYMENT

Please Complete Pages 1-3

Date _____

Name: _____

Present Address _____ Postal Code _____ City/Town _____

NSSF Nos. _____ NHIF Nos. _____ Personal Identification Number (PIN) _____

Position Applied for: _____ When Available for Work? _____

Salary Desired Per-month: _____

Do you have any dependent spouse and/or children? Yes No

If the answer is yes, what is their residential location?

EDUCATION RECORD

Name of School	Type of School	Years Attended		Certificates or Diplomas Obtained
		From	To:	

List any office machines, equipment and computer programmes you use.

EMPLOYMENT RECORD: Beginning with your most recent job, list every employment you have had.

Name of employer	Name of last Supervisor
Type of Business	Exact Title of your Post
Address/City/Town	Employment Dates From:
Phone number	To:
	Salary Start

Final

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

Name of employer

Name of last Supervisor

--	--

Type of Business

Exact Title of your Post

--	--

Address/City/Town

Employment Dates From:

To:

Phone number

Salary Start

Final

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

Name of employer

Name of last Supervisor

--	--

Type of Business

Exact Title of your Post

--	--

Address/City/Town

Employment Dates From:

To:

Phone number

Salary Start

Final

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

May we contact your present employer?

 Yes No

Have you ever been convicted of a crime?

 Yes No

If yes, explain nature of offense(s) leading to conviction(s), When it happened and if sentence(s) was/were imposed.

Have you ever been accused of Child related and sexual exploitation offences?

 Yes No

If yes, explain nature of offense(s) accused of?

I certify that the answers to the questions are true, complete and correct to the best of my knowledge and belief.

I understand that any misrepresentation or material omission made on this form or other documents requested by CISP renders a staff member to a summary dismissal.

NB: You will be requested to supply documentary evidence which support the statements you made above.

DATE: (DD/MM/YYYY) _____

SIGNATURE: _____