



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF TANA RIVER
TANA RIVER COUNTY PUBLIC SERVICE BOARD



Email:Public.Service@tanariver.go.ke

P.O. Box 181-70101

Hola

JOB APPLICATION FORM

NB: Before you fill this form Please read INSTRUCTIONS provided on the last page.

1. Vacancy

Vacancy/Post:Vacancy No:

Department:Section:.....

2. Personal Details

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

Date of Birth:..... Gender: Male Female Ethnicity.....Sub-Tribe:.....
 (dd-mm-yyyy)

Nationality:..... ID No/Passport No:..... Employment/PNo:.....

Address:..... Postal Code:..... Disability YES NO If YES, Give Details.....

Home County:..... Sub-County:..... Constituency:.....

Telephone:..... Mobile:..... E-mail Address:.....

Alternative Contact Person:..... Mobile:.....

3. Applicants in the Public Service Only

Ministry/Department/Local Authority/Other Public Institutions:.....Station:.....

Present Substantive Post:..... Job Group:..... Effective Date:.....
 (dd-mm-yyyy)

Upgrading (if applicable) post:..... Effective Date:.....
 (dd-mm-yyyy)

Terms of Service: Permanent & Pensionable Contract Temporary

4. Applicants in Private/NGO/Other Sectors

Current Employer:.....Position held..... Effective Date:.....
 (dd-mm-yyyy)

Salary (monthly) Kshs.....

5. Other Details

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

Do you suffer from any physical impairment? Yes 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 County Public Service Board of Tana River County before? Yes No

If Yes, State the Post:..... Interview date:.....

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

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

Year		University/College/ Institution/School	Award/Attainment (e.g. Degree, Diploma, Certificate)	Courses (e.g. PhD, Msc, BA)	Subject (Econ, Maths etc)	Class/Grade
From	To					

7. Other Relevant Courses and Training/Registration/Membership to Professional Bodies/Institution

Year	Institution/College	Courses	Details

8. Employment Details (starting with the most recent)

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

9. Briefly state your current duties, responsibilities and assignments.....

10. 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.....

11. Personal References

The names of distinguished persons should not be used unless they real ly know you well; the names of relatives or of those from whom you send testimonials should not be used. The names of members or staff of the County Public Service Board of Tana River County should not be used.

1. Full Name:.....
 Address:.....
 Telephone No.:..... E-mail address:.....
 Occupation:.....
 Period for which he/she has known you:.....
2. Full Name:.....
 Address:.....
 Telephone No.:..... E-mail address:.....
 Occupation:.....
 Period for which he/she has known you:.....

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:
(dd-mm-yyyy)

.....
Signature of the Applicant

Instructions:

- i) Information filled in this form shall be confidential.
- ii) False information will lead to automatic disqualification and may lead to litigation (legal action)
- iii) The form **MUST** be filled in **BLOCK** letters.
- iv) No alterations are allowed whatsoever.