

## REPUBLIC OF KENYA

**OFFICE OF THE ATTORNEY GENERAL AND DEPARTMENT OF JUSTICE**

APPLICATION FOR EMPLOYMENT FORM

Please complete all sections of this form as appropriate in **BLOCK** letters and submit to the Chairperson, selection panel WAQF Comission, Sheria House 8th Floor, Harambee Avenue, P.O.BOX 40112- 00100 NAIROBI, KENYA, or submit the documents in Portable Document Format (PDF) **On-line** via the email [**waqf.selection@ag.go.ke**](mailto:waqf.selection@ag.go.ke)

# Vacancy Applied For

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Vacancy: ………………………………………………………………………….......................................................................................................

# 2. Personal Details of the Applicant

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

Date of Birth.................................................. ID No:……………………….. PIN.NO. ..........................................Gender: Male  Female 

(dd-mm-yyyy)

Nationality:………………………………...........Ethnicity..........................................………………………HomeCounty:……………………...............

Religion…………………………………….SubCounty................................................................Constituency:.................................................................

Postal Address:…………………………………………… Code:………………………………….. Town/City: ……………………….......................

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

Name of alternative contact person:……….………………......................................................Telephone No:……………………………........................

Are you living with a disability? Yes  No 

If yes, give;

* 1. Details/Nature of Disability:………………………………………………………………………………………………...………………….........
  2. Details of Registration with the National Council for People with Disabilities (Registration No. and date)..................................................................

# 3. Current Employment

Current employer (where applicable):………………………………….............Position held:………....……..............……………...............................

Effective date: ……………….………….........................Gross Salary (monthly) Ksh.…………………………………………………......................... (dd-mm-yyyy)

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| **4. Other Personal Details**  Have you ever been convicted of any criminal offence or a subject of probation order? Yes No  If Yes, state nature of offence, the year and duration of conviction ............................................................................................................................. ......  ............................................................................................................ ............................................................................................................................. .......  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)  ***(Declaring the above information will not necessarily debar an applicant from employment in the Public Service. Each case will be considered on its own merit)***  **5. Academic Qualifications. (Starting with the Highest)** | | | | | | | | | | | |
| **Year** | | | **University/ High School** | **Award/Attainment (e.g. Masters,**  **Bachelors, Degree, KCSE)** | | | **Course/Programme (e.g. PhD, MSc, BA,**  **O’Level)** | | **Specialization/Subject (e. g Econ, Maths, Sociology e.t.c)** | | **Class/Grade** |
| **From** | **To** | |  |  | | |  | |  | |  |
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| **6. Professional/Technical Qualifications/Certifications Relevant to the post. (Starting with the Highest)** | | | | | | | | | | | |
| **Year** | | | **Institution** | | **Award/Attainment**  **(e.g. Higher Diploma, Diploma, Certificate)** | | | **Specialization/Subject (e. g Human Resource,**  **Engineering, Counselling e.t.c)** | | | **Class/Grade** |
| **From** | **To** | |
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| **7. Relevant Courses and Training attended Lasting not Less than One (1) Week** | | | | | | | | | | | |
| **Year** | | **University/College/Institution** | | | | **Name of Course** | | | | **Details and duration** | |
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8. Current Registration/Membership to Professional Bodies

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| **Professional Body** | **Membership/Registration No.** | **Membership type (e.g. Associate, Full etc)** | **Date of Renewal** |
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**9.Employment Details - where applicable (*starting with the current or most recent*)**

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| --- | --- | --- | --- | --- |
| **Year** | | **Designation/ Position** | **Job Group/Grade**  **/Scale**  **Gross Monthly Salary (Ksh.)** | **Ministry/State Department/ Institution/ Organization** |
| **From (dd-mm- yyyy)** | **To (dd-mm-**  **yyyy)** |  |  |  |
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10.Briefly state your current duties, responsibilities and assignments (if any)

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11. 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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# 12. 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:………………………………………..……………………………………………………........................

1. Full Name:……………………………………………………………………………….……………….……………………………………………...

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

**13. 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) Signature of the Applicant