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THE KENYA NATIONAL EXAMINATIONS COUNCIL

**APPLICATION FOR EMPLOYMENT FORM
EXTERNAL APPLICANTS**

Please complete all sections of this form as appropriate in **BLOCK** letters and submit to the **Chief Executive Officer, The Kenya National Examinations Council, P.O.BOX 73598-00200, NAIROBI – KENYA.***(Please attach duly certified copies of certificates and testimonials).*

1. Vacancy Applied for:

Vacancy/Post/Title:.....**Vacancy No:**.....

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) (attach a copy of ID and PIN Certificate)

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

Home County:..... **Sub County:**..... **Constituency:**.....

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

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

Name of alternative contact person/Next of Kin:.....

Telephone/Mobile No:..... **Relationship to the next of Kin:**.....

Are you living with a disability? Yes No

If yes, give;
(i) Details/Nature of Disability:.....

(ii) Details of Registration with the National Council for People Living with Disabilities (Registration No. and date):.....

Current Gross Salary (Monthly) Kshs:.....
(attach your most current payslip)

3. Applicants in the Public Service/Government Sector only (Indicate N/A where it's not applicable)

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

Your current work Station:.....

Personal/Employment No:..... **Designation:**.....

Job group/Scale/Grade:..... **Date of Current Appointment:**.....
(dd-mm-yyyy)

State whether you are on Secondment (where applicable):

Name of the organisation:.....Designation:.....

Job group/Scale /Grade:.....

Terms of Service: Permanent & Pensionable Contract

Other, Please specify:.....

4. All other Applicants in Private/NGO/Other Sectors (Indicate N/A where its not applicable)

Name of Current employer (where applicable):.....

Position held:.....Date of appointment:.....
(dd-mm-yyyy)

5. Other Personal 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, state nature of offence, the year and duration of conviction
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Have you ever been dismissed or otherwise removed from employment? No Yes

If Yes, State reason (s) for dismissal/removal.....
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Effective date.....
(dd-mm-yyyy)

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

Have you ever been interviewed for a position in KNEC before? Yes No

If yes state the post.....Interview date.....
(dd-mm-yyyy)

6. Academic Qualifications (Starting with the highest)

Year		University/ High School	Qualification attained/awarde d (e.g Masters, Bachelors, Degree, KCSE)	Course/Programm e (e.g PhD, Msc, BA, O'Level)	Specialization /Subject (e.g Econ, Maths, Sociology,HRM,Fi nance)	Grade /Class obtained
From	To					

7. Professional/Technical Qualifications/Certificates relevant to the post.(Starting with the highest)

Year		Institution	Award/Attainment (e.g Higher Diploma, Diploma, Certificate)	Specialization/Subject (e.g Human Resources, Engineering, Counseling e.t.c)	Grade/Class
From	To				

8. Relevant Courses and Training attended lasting not less than one (1) week

Year	University/College/Institution	Name of Course	Details and Duration

9. Current registration/Membership to Professional Bodies

Professional Body	Membership/Registration No.	Membership Type (e.g Associate, Full e.tc)	Date of Renewal

10. Employment Details (where applicable); starting with the current or most recent

Year		Designation/Position	Job Grade/Group/Scale and Gross monthly salary (Kshs.)	Ministry/State Department/Institution /Organization
From (dd-mm-yy)	To (dd-mm-yy)			

11. Please give details of your clearance with statutory bodies (attach copies of clearance);

Statutory body	YES	NO	Date cleared
Kenya Revenue Authority			
EACC			
HELB			
CRB			
Kenya Police Service (CID)			

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

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13. 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 position.

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14. Referees (people who have interacted with you professionally):

(The names of relatives or members of staff of the Kenya National Examinations Council should not be used as referees);

i) 1st Referee

Full name:.....
Occupation:.....
Postal address:.....Post Code:.....City/Town:.....
Mobile No:.....Email address:.....
Period for which the referee has known you:.....

ii) 2nd Referee

Full name:.....
Occupation:.....
Postal address:.....Post Code:.....City/Town:.....
Mobile No:.....Email address:.....
Period for which the referee has known you:.....

iii) 3rd Referee

Full name:.....
Occupation:.....
Postal address:.....Post Code:.....City/Town:.....
Mobile No:.....Email address:.....
Period for which the referee has known you:.....

15. 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 /misleading information may lead to disqualification and/or legal action:

Date:.....
dd-mm-yy *Signature of the applicant*

*****END*****