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KNEC.2B (REVISED 2018)



## THE KENYA NATIONAL EXAMINATIONS COUNCIL

### APPLICATION FOR EMPLOYMENT FORM INTERNAL STAFF

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:.....

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

#### 3. KNEC Staff/ Internal Applicant (Indicate N/A where it's not applicable)

Department:..... Division:..... Section:.....

Your current work Station:.....

Employment No (P/F.No.):..... Designation:.....

EC Scale:..... Date of Appointment:.....  
(dd-mm-yyyy)

Date Last promoted:.....

State whether you are on Secondment (where applicable):

Name of the Organisation:..... Designation:..... Job Group:.....

Terms of Service: Permanent & Pensionable ☐ Contract ☐

Other, Please specify:.....

**4.Academic Qualifications (Starting with the highest)**

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

**5. 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				

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

<b>Year</b>	<b>University/College/Institution</b>	<b>Name of Course</b>	<b>Details and Duration</b>

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

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

## 8. Current registration/Membership to Professional Bodies

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

## 9. Please give details of your clearance with statutory bodies *(applicable to successful candidates only;*

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

## 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 position.

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

### i) 1<sup>st</sup> Referee

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

### ii) 2<sup>nd</sup> Referee

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

### iii) 3<sup>rd</sup> Referee

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

## 13. 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*

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*Signature of the applicant*

\*\*\*\*\*END\*\*\*\*\*