

Application for employment form for Local Staff

REPUBLIC OF KENYA
MINISTRY OF FOREIGN AFFAIRS
APPLICATION FOR EMPLOYMENT
(to be filled in triplicate)

Attach Photo

ORIGINAL }
and } For the Mission
TRIPLICATE }

DUPLICATE} To Ministry of Foreign Affairs, Nairobi

1. TO THE KENYA EMBASSY/HIGH COMMISSION/MISSION AT
2. I beg to apply for employment as a/an
3. (a) Surname Other names Sex
- (b) Previous names if you have changed Date of change
4. (a) Postal Address.....
Email Address.....
- (b) Residential Address – Street House No.
Phone No. Cell/Mobile No.
5. Nationality at birth Present Nationality
Reason for change.....
Other previous nationality.....
6. Date and year of birth Place of birth.....
- 7.* (a) Single/Married/Divorced/Separated/Widowed.....
- (b) Name and age of children.....
.....
.....
- 8.* (a) Wife's/Husband's name.....
- (b) Wife's/Husband's occupation and address..... Email
Address.....
- (c) Wife's/Husband's Nationality now and at birth

(d) List of other dependants

Name Relationship Age

Name Relationship Age

Name Relationship Age

Name Relationship Age

9. (a) Father's full name
 (if dead the above questions should never the less be answered)
 Address Email Address

Occupation

Nationality now and at birth

*Delete as required.

(b) Mother's full name

Address

Occupation

Nationality now and at birth

(c) List of brothers and sisters

Name

Address

10. (a) EDUCATION HISTORY

S/No.	Schools and colleges Attended	Years		Subjects take and Qualifications achieved
		From	Years	

Any distinctions or special activities

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(b) Professional History

S/No.	Schools and colleges Attended	Years		Subjects take and Qualifications achieved
		From	Years	

Any distinctions or special activities

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11. EMPLOYMENT RECORD

(a) Give full details of your employment after leaving school or college (including service with the armed forces and period of unemployment. Attach copies (not originals) of available testimonials. If space is insufficient attach a separate sheet of paper.

(i) Name of employer.....
Postal Address..... Email Address.....
Phone No.....
Nature of business.....
Rank of position.....
Duties and responsibilities

Employed fromTo.....
Salary at startand end

Reasons for leaving

(ii) Name of employer

Address..... Email Address.....

Phone No.

Nature of business

Rank of position.....
 Duties and responsibilities
 Employed from To
 Salary at startand end
 Reasons for leaving.....

(iii) Name of employer
 Address.....Email Address.....
 Phone No.....
 Nature of business.....
 Rank of position
 Duties and responsibilities.....
 Employed fromTo.....
 Salary at startand end
 Reasons for leaving

(b) If you have been dismissed or had your services compulsorily terminated
 please give details.....

12. What languages do you speak and write

13. Residences during past ten years.

	Place	State	From/to	Purpose
(a)
(b)
(c)
(d)
(e)
(f)

14. Have you published any books or articles, if so give details

15. Organization Affiliations: - (Previous and present fraternal, cultural, social, civic, etc)

	Name of Organization	Aims and Objectives	Date joined	Office held
(a)
(b)
(c)

16. Do you suffer from any physical disability?
If so give details
.....
.....

17. (a) If have been charged before a court of law state the charges briefly
.....
.....

(b) Were you convicted? If so give details of the sentence.....

(c) Date and the place of conviction

(d) If you have had other charges brought against you, please give details as above on separate sheet.

NOTE--: The fact that an applicant declares that a charge was brought against him or that he was convicted will not necessarily debar him from employment. Each case will be considered on its own merits.

18. I hereby declare that:

(a) I am/I am not in any financial embarrassment. (if you are, give details below)
.....
.....
.....

(b) I have/have no relationship with any Kenyan or member of the Embassy/below:
.....
.....
.....

(a) I have/have not relationship with any Kenyan or member of the embassy/High Commission/Mission. (If you have give details below)

.....
.....

If you have any interest or relatives in Tanzania, Uganda, republic of Somalia, Ethiopia or Sudan, Please give details

.....
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(a) **PERSONAL REFERENCES –**

(Please use block letters).

Give the name of two referees who know you well. Do not include relatives, employers or heads of schools or colleges

(i) Name
Postal Address
Email Address.....
Occupation
Period he has known you.....

(ii) Name
Postal Address
Email Address.....
Occupation
Period he has known you

(b) Passport No. issuing Authority Date issued
.....Type Expiring on

21. I certify that the information I have given on this application is true and that I have read and understood the note below:

Date Signature

Note:- If it is discovered that false or incorrect information has been given this will invalidate your application or render you liable to summary dismissal if already employed.