



# LAMU COUNTY GOVERNMENT

## County Public Service Board



### APPLICATION FOR EMPLOYMENT FORM

Please complete all sections of this form as appropriate in **BLOCK** letters and submit to the Secretary, County Public Service Board, P.O.BOX 536, 80500 LAMU, KENYA.

#### 1. Vacancy Applied for

Vacancy/Post:..... Job Ref No:.....

County:..... County Department:.....

#### 2. Personal Detail of applicants

Name:..... Title:.....  
 (Surname) (First Name) (Other name) (Mr/Mrs/Ms/Miss)

Date of Birth:..... ID No:..... KRA Pin NO:.....

Gender: Male  Female

Nationality: ..... Ethnicity:..... Home County:..... Sub County:.....

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

Mobile No:..... Email Address:.....

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

Are you living with disability Yes  No

If yes give:

Details/Nature of Disability:.....

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

#### 3. Applicants in the public service ( National/ County Government/ State agencies)

National/ County Government/State agencies:.....  
 station:..... Personal/Employment No:.....

Present Substantive Post:..... Job group/Scale/Grade:..... Date of Current Appointment (dd-mm-yyyy)..... Previous post (where applicable):..... effective date of previous appointment:.....

On Secondment (where applicable): On Secondment.....

Designation:..... Job Group/Grade/Scale.....

Term of service: Permanent & Pensionable / Contract .....

**4. All Private Sector**

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

Position held:..... Effective date: .....

(dd-mm-yyyy)

Gross Salary (monthly) Ksh.....

**5. Employment Details where applicable (Starting with the current or most recent)**

Year		Designation/ Position	Ministry/State Institution/ Organization	Department/ Organization	Job Group/ Grade/ Scale Monthly Salary	Gross
From	To					

**6. Academic Qualifications (starting with the Highest)**

Year		Name of University/ High School	Award/Attainment (Masters, Bachelor, Degree, KCPE)	Course/ Programme  (e.g Phd, Msc, BA, O'level)	Specialization/Subject (e.g. Econ, Maths, Sociology etc.)	Class/ Grade
From	To					

**7. Professional / Technical Qualification / Certification relevant to the post (Starting with the Highest)**

Year		Institution	Award/Attainment (Higher Diploma,Diploma, Certificate)	Specialization/Subject (e.g. Human Resource, Engineering, Counselling etc.)	Class/ Grade
From	To				

**8. Other Relevant Courses/ Training attended lasting not less than one week**

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

**9. Registration with Professional Body**

Professional Body	Membership/ Registration No.	Membership type	Date of Renewal

**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:.....Postcode:.....City/Town:.....Mobile No:.....  
E-mail address:.....Period for which the referee has known you:.....

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

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

**13. 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 ever been dismissed or otherwise removed from employment? Yes  No

If Yes, State reason (s) for dismissal/removal..... effective date.....

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

**14. 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: .....

Signature: .....