COUNTY GOVERNMENT OF KITUI

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Kitui County Public Service Board
Along Kwa Ngindu Road
P.O BOX 33 – 90200
KITUI

KITUI COUNTY PUBLIC SERVICE BOARD

APPLICATION FOR PERMANENT EMPLOYMENT FORM

Instructions for Applicant:
Please fill this form in **BLOCK** letters and do not leave any section blank, sections that do not apply should be marked **N/A.**
You are **ONLY** required to upload **CERTIFIED** copies of the following documents:

i. National Identity card;
ii. Appointment, Confirmation, Promotion, Re-designation and/or Upgrading letter(s) for those serving within Public Service;
iii. Master's/Bachelor's Degree/Diploma/Certificate and transcripts as applicable; and
iv. Academic and professional registration certificates and valid practicing licenses, where applicable.

1. VACANCY APPLIED FOR

Position applied for……..Vacancy No.…….

County Ministry……Department……..

2. PERSONAL DETAILS OF THE APPLICANT

Name ……..…….
(Surname) (First name) (Middle name)

Date of Birth ……. ID No…….....Gender……
(dd-mm-yy)

Telephone No……E-mail…… Postal Address…….

Home County……Sub County…… Ward…….

Name of Alternative Contact Person…….… Telephone No …….

Are you a person with disability? Yes…….. No…….. (Tick as applicable)

If yes indicate; -

i. Nature of Disability ……

ii. Details of registration with the NCPWD (Registration No. and date) ……

3. APPLICANTS IN THE PUBLIC SERVICE ONLY

Ministry/County/Other Public Institution……. Duty Station…..……

Personal/Employment No…… Present Substantive Post…….…….

Job Group/Scale/Grade……... Date of Current Appointment ……. (dd-mm-yyyy)

Upgraded Post (where applicable) …….. Effective Date of Previous Appointment ……. (dd-mm-yyyy)

On Secondment (where applicable): Organization …..……..Designation:……

Job Group/Scale/Grade …….

Terms of Service: ☐ Permanent & Pensionable ☐ Contract

4. ALL OTHER APPLICANTS

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

Effective Date: …… Gross Salary (monthly) Ksh…….…….

5. OTHER PERSONAL DETAILS

Have you ever been convicted of any criminal offense or subject of probation order? ☐ Yes ☐ No

If Yes, state nature of offense, the year and duration of conviction……..

Have you ever been dismissed or otherwise removed from employment? ☐ Yes ☐ No

If Yes, state the reason(s) for dismissal/removal……. Effective Date …….. (dd-mm-yyyy)

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

6. ACADEMIC QUALIFICATIONS (starting with the highest)

Year		Name of Institution	Award/Attainment (e.g. Master's, Bachelor's Degree, KCSE etc.)
From	To		

7. PROFESSIONAL/TECHNICAL QUALIFICATIONS/CERTIFICATIONS RELEVANT TO THE POST (Starting with the highest)

Year		Name of Institution	Award/Attainment/Award (e.g. Higher Diploma, Diploma etc.)
From	To		

8. RELEVANT COURSES AND TRAININGS ATTENDED (Lasting not less than one (1) week)

Year		Name of Institution	Name of Course
From	To		

9. MEMBERSHIP TO PROFESSIONAL BODIES

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

10. EMPLOYMENT DETAILS WHERE APPLICABLE (Starting with the most recent)

Year		Designation/Position	Job Group/Grade/Scale	Name of Institution/Organization
From (dd-mm-yyyy)	To (dd-mm-yyyy)			

11. REFEREES (People who have interested with you professionally)

1. Full Name…….....
   Occupation…….....
   Address……Postal Code……. City/Town……..
   Mobile No……. E-mail address…….
   Period for which the referee has known you……

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

12. 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 Applicant