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| Description: cid:image002.png@01CDFD5D.03858400 **APPLICATION FOR EMPLOYMENT FORM** Please complete all sections of this form as required and submit to **jobs@fortune.co.ke** (Do not attach copies of certificates and testimonials). |
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| **1. Vacancy Applied For**  |
| **`** Vacancy/Post: …………………………………………………………………………..................................................................... |
|  **2. Personal Details of the Applicant**  |
| Name: ……………………………….….....………..……………………………………………………………………… (Surname) First Name Other Name(s):Nationality:……………………………….............. Home County:………………………………….................. Sub County ............................................................................................Constituency:...................................... Postal Address:…………………………………………… Code:…………………………………………….  Town/City: ………………………....................... Telephone No:…………………………………………Mobile No:………………………………E-mail address:…………......…….…….………............................... Name of alternative contact person:……….………………......................Telephone No:………………………  |
| **3. 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 you ever been dismissed or otherwise removed from employment? Yes No  If Yes, State reason (s) for dismissal/removal…………………..………………….effective date………………  (dd-mm-yyyy) Do you have a certificate of good conduct? Yes No Do you hold a valid driving/riding license? Yes No    |
| **4. Academic Qualifications. (Starting with the Highest)**  |
| **Professional/Technical Qualifications Relevant to the post. (Starting with the Highest)**  |
| **Y ear**  | **Institution**  | **Award/Attainment** **(e.g. Higher Diploma, Diploma,** **Certificate)**  | **Specialization/Subject** **(e. g Human Resource, Engineering, Counselling** **e.t.c)**  | **Class/Grade**  |
| **From**  | **To**  |
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| **5. Courses and Training attended**  |
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| **Year**  | **University/College/Institution**  | **Name of Course**  | **Details and duration**  |
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| **6. Employment History** |

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| **Year**  | **Position Held** | **Financial institution**  | **Gross salary** |
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| **7. Briefly state your current duties, responsibilities and assignments.** |

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| **8. Please give details of your abilities, skills, experience and the current OLB,No of active clients and PAR 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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| **9. Referees (people who have interacted with you professionally)**  |
| 1. Full Name:……………………………………………………………………………..……………………………

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

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

 Occupation:…………………………………………………………………………………...……………………… Address:……………………………Post Code:………………………………...City/Town: …………..............  Mobile No:……………………… E-mail address:……………………………………………………….................  Period for which the referee has known you:………………………………………..………………………………  |
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| **10.** **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 the Applicant  |