

**APPLICATION FOR EMPLOYMENT FORM**

Please complete all sections of this form as required and submit to **jobs@fortune.co.ke** (Do not attach resume, certificates or testimonials).

**Vacancy Applied For**

**`**

Vacancy/Positions…………………………………………………………………………………………………...

**2. Personal Details of the Applicant**

Name:

Title:

Date of Birth…………………………. ID No………………………Pin. No…………………………….

Gender………………... Home County…………………... Sub County………………………………...

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

Telephone No…………………………………… E-mail address: ………………………………...

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

Have you ever been convicted of any criminal offence or a subject of probation order? ……………………………...

If Yes, state nature of offence, the year and duration of conviction: …………………………………………………

Have you ever been dismissed or otherwise removed from employment? …………………………………………….

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

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

****3. Academic Qualifications. (Starting with the Highest)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Award/Attain** |  | **Course/Progra** |  | **Specialization/S** |  |
|  |  |  |  |  |  |
| **Year** |  | **Universit** | **ment (e.g.** |  |  | **Class/Grade** |
|  |  | **mme (e.g.** |  | **ubject (e. g** |
|  |  | **y/ High** | **Masters,** |  |  |  |
|  |  |  | **PhD, MSc, BA,** |  | **Econ, Maths,** |  |
|  |  | **School** | **Bachelors,** |  |  |  |
|  |  |  | **O’Level)** |  | **Sociology e.t.c)** |  |
|  |  | **Degree,** |  |  |  |
|  |  |  |  |  |  |
|  |  |  | **KCSE)** |  |  |  |  |  |
| **From** | **To** |

**4. Professional/Technical Qualifications/Certifications Relevant to the post. (Starting with the Highest)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year** |  | **Award/Attainment** | **Specialization/Su** |  |
|  |  |  | **(e.g. Higher Diploma,** | **bject (e. g Human** | **Class/Grade** |
| **From** | **To** | **Institution** | **Diploma, Certificate)** | **Resource,** |  |
|  |  |  |  | **Engineering,** |  |
|  |  |  |  | **Counselling e.t.c)** |  |

**5. Relevant Courses and Training attended**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Year** | **University/College/Institution** | **Name of Course** | **Details and duration** |
|  |  |  |  |  |
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| --- | --- | --- |
| **6. Employment History** |  |  |
| **Year** | **Position Held** | **Institution** | **Gross Salary** |

Briefly state your current duties, responsibilities and assignments (if any) ……………………………………………….

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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**Referees *(Minimum of three)***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Name** |  |  | **Organization** |  |  | **Position Held** |  |  | **Telephone** |  |  |
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