



THE COUNTY GOVERNMENT OF TAITA TAVETA COUNTY PUBLIC SERVICE BOARD

JOB APPLICATION FORM

Please complete this form in **BLOCK** letters as appropriate

Position:.....:

1. Personal Details

Name of applicant: Title:
Surname First Name Other Name(s) (Prof/Dr./Mrs./Miss/Ms/Rev)

Date of Birth: Gender: Male Female
(dd-mm-yyyy)

Nationality: ID No/Passport No:

Address: Postal Code:

Home County..... Home Subcounty.....

Home Ward.....

Telephone..... Mobile..... E-mail address.....

Alternative contact person: Telephone:

2. Applicants in the Public Service only

Ministry/Department/Other Public Institutions: Station

Present Substantive Post Job Group: effective date.....
(dd-mm-yyyy)

..... effective date:
(dd-mm-yyyy)

Terms of Service: Permanent & Pensionable Contract Temporary

Salary (Monthly) Ksh

5. Other Details

Indicate the language(s) you are proficient in.

Do you suffer from any physical impairment? Yes No

If Yes, give details:

Have you ever been convicted of any criminal offences or a subject of probation order? Yes No

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)

Have you ever been interviewed by Public Service Commission of Kenya or CPSB before? Yes No

If Yes State the Post : interview date:
:

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

6. Academic/Professional/Technical Qualifications (Starting with the Highest)

| Year | | University/College/ Institution/School | Award/Attainment (e.g Degree, Diploma, Certificate) | Courses (e.g PhD, Msc, BA) | Subject (Econ, Maths e.t.c) | Class/Grade |
|------|----|---|---|-------------------------------|--------------------------------|-------------|
| From | To | | | | | |
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| 7. Other Relevant Courses Training/Registration/membership to Professional Bodies/Institution | | | |
|--|---------------------|---------|---------|
| Year | Institution/College | Courses | Details |
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| 8. Employment History (starting with the most recent employer) | | | | |
|---|----|-----------------|--------------------------------|--|
| Year | | Employer's Name | Position/ Rank/Designation/ | Job Group/Gross Monthly Salary (Ksh.) |
| From | To | | | |
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9. Briefly state your current duties, responsibilities and assignments.

10. Please give details of your abilities, skills and experience which you consider are relevant to the position applied for.
 The information may include an outline of your most recent achievements and your reasons for applying

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11. Personal References

The names of distinguished persons should not be used unless they really know you well; the names of relatives or of those from whom you send testimonials should not be used. The names of members or staff of the Taita Taveta County Public Service Board should also not be used.

1. Full Name:

Address:

Telephone No..... E-mail address.....

Occupation

Period for which he/she has known you:

2. Full Name:

Address:

Telephone No: E-mail address:

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Occupation:

Period for which /he/she has known you:

I hereby certify to the best of my knowledge that the particulars given on this form are correct and I understand that any incorrect information may lead to disqualification/legal action.

Name : Signature : Date:

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