



JOB APPLICATION FORM

INSTRUCTIONS

Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.

1. POSITION APPLIED FOR	2. JOB /ADVERT REF
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3. Surname	First name	Middle name	Religion:	Denomination:
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4. Date of (day/month/yr) Birth	5. Place of birth	6. Nationality	7. Current place residence (nearest town/city)	8. Sex Male <input type="checkbox"/> Female <input type="checkbox"/>
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9. Height	10. Weight	11. Marital Status:				
		Single <input type="checkbox"/>	Married <input type="checkbox"/>	Separated <input type="checkbox"/>	Widow(er) <input type="checkbox"/>	Divorced <input type="checkbox"/>

12. Present Physical and Postal Address	P.O. Box	Code
	Town and Country	
	Cell phone (s)	
	Email	

13.

Name of next of kin	Relationship
Address & location	Telephone No.
In case of emergency notify	
Address & location	Telephone No.

Names of children	Date of Birth	Sex	Names of Children	Date of Birth	sex

14. INDICATE THE LANGUAGES YOU ARE FAMILIAR WITH AND THE LEVEL OF PROFICIENCY:

	READ		WRITE		SPEAK		UNDERSTAND	
	Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily

15. EDUCATION, PROFESSIONAL AND TECHNICAL TRAINING - Give full details. Please give exact titles of degrees/certificates in original language, do not translate or equate to other degrees/certificates.

NB: indicate programmes you are currently undertaking and possible date of completion.

INSTITUTION (NAME, COUNTRY AND COMPLETE ADDRESS)	ATTENDED FROM/TO		EXAMS TAKEN	EXAMINING BODY	QUALIFICATION OBTAINED (including actual grades attained)
	Month/Year	Month/Year			

16. LIST ANY PROFESSIONAL/ SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS YOU ARE ENGAGED IN.

17. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (*DO NOT ATTACH*)

EMPLOYMENT RECORD: Starting with your present post, list in **REVERSE ORDER** every employment you have had. Use a separate block for each post. If you need more space, attach additional pages of the same size. Give both basic and gross per month.

A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)

FROM	TO	SALARY PER MONTH		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	BASIC	GROSS	
NAME OF EMPLOYER:			TYPE OF BUSINESS	
ADDRESS OF EMPLOYER:			NAME OF SUPERVISOR	
			NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING

DESCRIPTION OF YOUR DUTIES:

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18. EXPECTED SALARY: Kindly indicate the salary you expect to earn on this position.

Kshs

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B. PREVIOUS POSTS (IN REVERSE ORDER)

FROM	TO	SALARY PER MONTH		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	BASIC	GROSS	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
FROM	TO	SALARY PER MONTH		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	BASIC	GROSS	

NAME OF EMPLOYER:		TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:	
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:

DESCRIPTION OF YOUR DUTIES

DESCRIPTION OF YOUR DUTIES			
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FROM	TO	SALARY PER MONTH		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	BASIC	GROSS	

NAME OF EMPLOYER:		TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:	
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:

DESCRIPTION OF YOUR DUTIES

DESCRIPTION OF YOUR DUTIES			
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19. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF **YOUR PRESENT EMPLOYER, PREVIOUS EMPLOYERS & YOUR STATED REFEREES?** (Please tick the boxes)

YES NO

20. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications. One of your referees **must be a past or current employer and the other your present Pastor.**

FULL NAME	BUSINESS OR OCCUPATION	PHYSICAL / POSTAL ADDRESS	TELEPHONE No	EMAIL

21. STATE ANY OTHER RELEVANT FACTS TO YOUR QUALIFICATION FOR THE POSITION APPLIED FOR, HIGHLIGHTING: Relevant training and work experience, Leadership and strategic management orientation, Interpersonal relations and team orientation, People management, Communication skills, Technological orientation and Change management.

22. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW? YES NO

If "Yes", give full particulars of each case in an attached statement.

23. STATE ANY HEALTH RELATED OR CONGENITAL CONDITION YOU MIGHT BE HAVING THAT COULD AFFECT YOUR WORK LOCATION OR ASSIGNMENTS (please note this will not be used to disqualify you but to enable the Bank make an informed decision regarding the work assignments and locations)

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24. ARE YOU CURRENTLY EXPECTANT? IF SO, INDICATE THE DUE DATE (for female candidates only. NB: This will not be used to disqualify your candidature)

YES NO

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25. DO YOU HAVE A RELATIVE CURRENTLY WORKING IN SMEP? YES NO

If "Yes", give the name of the person, your relationship with them and their current work station.

Name of Relative: Nature of relationship (who they are to you): Their current work station:

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26. STATUTORY DETAILS & OTHER PERSONAL DOCUMENTS *(If available , BUT copies will be mandatory if successful);*

INCOME TAX NO		
ID CARD NO.....	DATE OF ISSUE.....	PLACE.....
N.S.S.F. CARD NO.....	DATE OF ISSUE.....	PLACE.....
NHIF CARD NO.....	DATE OF ISSUE.....	PLACE.....
PASSPORT NO.....	DATE OF ISSUE.....	PLACE.....
DRIVING LICENCE.....	DATE OF ISSUE.....	PLACE.....
COPY OF CERTIFICATE OF GOOD CONDUCT	DATE OF ISSUE.....	PLACE.....

27. A STATEMENT OF APPLICANTS' INVOLVEMENT WITH A PARTICULAR LOCAL CHURCH OR ANY OTHER CHRISTIAN RELIGIOUS BODY OF WHICH HE/SHE IS A MEMBER .

28. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.

DATE _____
(day, month, year)

SIGNATURE: _____

N.B. You will be requested to supply documentary evidence to support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by SMEP Microfinance Bank Ltd.

FOR OFFICIAL USE ONLY: