

**THE PEOPLES GOVERNMENT OF MURANG'A**  
**MURANG'A PUBLIC SERVICE BOARD**  
**APPLICATION FOR EMPLOYMENT FORM**

Our Tel: +254-060-2030271, 2788000, Fax: +254-060-203745, e-mail:

Please complete this form in **BLOCK** letters as appropriate and submit to the Secretary, Murang'a Public Service Board, P.O.BOX 52- 10200 MURANG'A, KENYA

Vacancy/Post Title: ..... Vacancy No:.....

Ministry:.....Department:.....

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

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

Nationality:.....ID No/Passport No.....

Permanent Address:.....Postal Code.....

Home District/SubCounty.....Division:.....Constituency:.....Ward.....

Current Postal Address:.....Mobile:.....E-mailAddress.....

Alternative contact person:.....Telephone:.....

Ministry/Department/Other Public Institutions:.....Station:.....

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

Upgrading (if applicable) post:..... effective date.....  
(dd-mm-yyyy)

Terms of Service: Permanent & Pensionable Contract Temporary

Current employer:.....Position held:.....effective date.....  
(dd-mm-yyyy)

Employment/PNo..... Salary (monthly) Ksh.....

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?

If Yes, State reason (s) for dismissal/removal..... effective date.....  
(dd-mm-yyyy)

Have you ever been interviewed by Murang'a Public Service Board before? Yes/ No

If Yes, State the Post:.....Interview date.....

*(Declaring the above information will not necessarily debar an applicant from employment in Murang'a 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					

**7. Other Relevant Courses and Training/Registration/Membership to Professional Bodies/Institution**

Year	Institution/College/Professional Body	Courses	Details

**7. Employment Details(Starting with the most recent)**

Year		Employer’s Name	Position/Rank/Designation and Roles involved	Job Group/Gross Monthly Salary (Ksh)
From	To			

**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.....**

.....  
 .....  
 .....  
 .....

**7. 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 Public Service Board of Murang'a 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:.....  
Occupation:.....  
Period for which he/she has known you:.....

**Declaration:**

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.

Date: .....  
(dd-mm-yyyy) Signature of the Applicant