

PSC.2(Rev.2004)
ORIGINAL
DUPLICATE
TRIPLICATE



REPUBLIC OF KENYA

PUBLIC SERVICE COMMISSION OF KENYA

APPLICATION FOR EMPLOYMENT

(To be completed by Applicants NOT in the Civil Service or Local Authority Service)

IMPORTANT

Please do not start filling this form until you have read the following notes:-

- (a) To be submitted in triplicate to the Secretary, Public Service Commission of Kenya, P. O. Box 30095, Nairobi, Kenya **for posts advertised by the PSC(K)**. Attach copies of certificates and testimonials to each application form.
- (b) The original to be completed in the applicants own handwriting. It is a serious offence to give false information willfully to the Public Service Commission. The law provides that any person convicted of the offence may be fined Ksh. 4,000 or imprisoned for two years or both.
- (c) All sections of this form must be completed in full.
- (d) **Do not apply for any post unless you possess the qualifications given in the advertisement.**
- (e) Do not enclose originals of testimonials or certificates but send copies. No responsibility can be accepted by the Commission for the custody of original documents unless a specific request has been made for their production.
- (f) If you are invited for interview by the Commission bring the originals of your testimonials and certificates with you, but make sure that they are returned to you before you leave the Board Room.
- (g) The Secretary will acknowledge the receipt of this form but if you do not receive an acknowledgment within a reasonable time, make inquiries to the Secretary.
- (h) None completion of this form properly may disqualify an Applicant.
- (i) This form is issued by the Commission free of charge.

NB Section 10 of the Service Commissions Act provides that CANVASSING DIRECTLY OR INDIRECTLY WILL LEAD TO AUTOMATIC DISQUALIFICATION.

1. Advertised vacancy for which application is made.....
..... in the Ministry/Department/Local Authority
No. of Advertisement

2. Full Name ID. No.
(BLOCK capitals, surname first)
Maiden name if married woman
Postal Address
Telephone Number

3. Present employment
Salary Kshs. a year
State whether you are under contract in your present employment
If so give details
How soon can you take up this appointment, if selected

4. Indicate your current assignments (if any) that makes you consider yourself suitable for this post:-
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5. Age Date of birth Place of Birth
Kenyan candidates should give the following particulars:- Home District
Location Sub-location
Chief

12. Give full particulars of your employment since leaving school or college including periods of unemployment. IT IS ESSENTIAL THAT THESE PARTICULARS ARE GIVEN IN FULL. If space is insufficient, a separate sheet of paper may be attached.

Name and Full address of employer, department or Armed forces	Position, personal number and rank where applicable	DATES	
		FROM	TO

13. State the last post for which you were interviewed by the Public Service Commission of Kenya, and date of interview

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14. State briefly the qualifications and/or experience you possess which you consider best fit you for this post

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15. Hobbies and interests

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16. Do you suffer from any physical impairment?if so give details.....

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17. Have you ever been charged in a Court of Law?

If the answer is "yes", give the following particulars:

(a) Offence for which convicted

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(b) Date and place of conviction:

(c) Sentence imposed:

By an applicant declaring that he has been convicted of an offence will not necessarily debar him from employment in Civil Service or Local Authority Service. Each case will be considered on its merits having regard to the nature and the circumstances of the offence.

Have you ever, with or without being convicted, been made the subject of a probation order

18. Have you ever been dismissed or otherwise removed from Government or other Public Service:

If so give details:

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19. Personal References.

Give the names and address of two referees.
They should be responsible persons who know you well, either in private life or business and one at least should be well acquainted with you in private life. The names of distinguished persons should not be given unless they really know you well; and the names of relatives or of those from whom you send testimonials should not be given; **nor should the names of members or staff of the Public Service Commission be given.**

Full name:
Address:
Occupation:
Period During which he has known you

Full name:
Address:
Occupation:
Period During which he has known you

20. I hereby certify that to the best of my knowledge the particulars in Part I of this form are correct.

Date.....
Signature of Candidate

21. Comments by employer, or supervisor, on the suitability of the candidate for the advertised vacancy:

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Signed
Designation
Date