FRIENDS COLLEGE OF RESEARCH AND TECHNOLOGY KAIMOSI
P.O. BOX 150-50309, KAIMOSI TEL: +254 704686363
EMAIL: info@fck.ac.ke/friendscollegekaimosi@gmail.com

APPLICATION FOR EMPLOYMENT FORM

Please complete all sections of this form in BLOCK letters as appropriate and submit to Friends College of Research and Technology Kaimosi via email: recruitfck2024@fck.ac.ke copy to recruitfck2024@gmail.com

You will be required to come along with copies of Certified Academic Certificates during the interview should you be successful at shortlisting

1. Vacancy Applied For

Vacancy/Post:.....

2. Personal Details of the Applicant

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

Date of Birth.....PIN NO..... ID/Passport No.....Gender: Male ☐ Female ☐
(dd-mm-yyyy)

Nationality..... Ethnicity..... Home County.....

Home Sub-County..... Home Ward.....

Postal Address..... Postal Code..... Town/City.....

Telephone..... Mobile..... Email.....

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

Do you consider yourself to be a Person with Disability? Yes ☐ No ☐

If Yes, give;

(i) Which type of disability .....

(ii) Are you registered with NCPWD? Yes ☐ No ☐

(iii) If YES give your NCPWD number.....If NO give the reason why.....

(iv) Do you require assistance/ Reasonable accommodation Yes ☐ No ☐

(v) If YES kindly provide more information.....

3.0 Current Employer

Current employer (if applicable) …… Position held……..

Effective date…….. Gross Salary (monthly) KES……..
(dd-mm-yyyy)

4.0 Other Personal Details

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

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

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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)

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

5 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 Attained
From	To					

6. Other Relevant Courses and Training attended Lasting not Less than One (1) Week

Year	Institution/College	Courses	Details and Duration

7. Professional Membership

Professional Body	Membership/ Registration Number	Membership Type (e.g. Associate, Full etc.)	Date of Renewal

8.Employment Details – where applicable (starting with the current or most recent)

Year		Employer's Name	Position/ Designation	Job Group/ Gross Monthly Salary (Ksh.)
From (dd-mm-yyy)	To (dd-mm-yyyy)			

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

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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 for this post

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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 Board of Governors or staff of the Friends College Kaimosi should also not be used.**

1. Full Name: ……

Address: ……Post Code ……City/Town……..

Telephone No:…… E-mail address:……..

Occupation: ……..

Period for which he/she has known you: ……..

2. Full Name: ……

Address: ……Post Code ……City/Town……..

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