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| .  **CURRICULUM VITAE** | |
| **1. Personal Details** | |
| Name (Surname, first name, other names ) Title (Prof/Dr/Mr/Mrs/Miss/Rev) ­­ | |
| Date of Birth.................................................. ID No:……………………….. Gender .......................................... PIN.NO. ……………………  (dd-mm-yyyy)    Nationality:………………………………..............Ethnicity ................................................ Home County:………………………………….........    Sub County ............................................................................................Constituency:...................................... .................................................................    Postal Address:…………………………………………… Code:………………………………….. Town/City: ……………………….......................    Telephone No:……………………………………Mobile No:………………………………E-mail address:…………......…….…….……….............    Name of alternative contact person:……….………………......................................................Telephone No:……………………………........................    Are you living with a disability? Yes No    If yes, give;   1. Details/Nature of Disability:………………………………………………………………………………………………...………………….........      1. Details of Registration with the National Council for People with Disabilities (Registration No. and date).................................................................. |  |
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| **2. Employment status (Applicants in the Public Service only)** | |
| Ministry/State Department/ County/Other Public Institutions:……………....………………… ............................Station:…………………….…...........    Personal/Employment No:……………………….….….…… Present Substantive Post:……………………………………….........................................    Job group/Scale/Grade:………........................... Date of Current Appointment (dd-mm-yyyy).......………..........................................................................    Upgraded post (where applicable):……………………………………………effective date of previous appointment:…………………………….........  (dd-mm-yyyy)    On Secondment (where applicable):Organisation:....................................................... Designation:.............................................Job Group/Grade:..........    Terms of Service: Permanent & Pensionable Contract Other, Please specify:......................................................... | |
| **3. Employment status All other Applicants** | |
| Employer………………………………………………………………………………..  Current Designation ………………………………………………………………  Date of appointment  Terms of Service: Permanent & Pensionable Contract Other, Please specify:......................................................... | |

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| **4. Other Personal Details** | | | | | | | | | | | |
| Let us know whether you have ever been convicted of any criminal offence or a subject of probation order.    If Yes, state nature of offence, the year and duration of conviction ...................................................................................................................................  ................................................................................................................................................................................................................................................  Let us know whether you have ever been dismissed or otherwise removed from your employment    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 the Public Service. Each case will be considered on its own merit)*** | | | | | | | | | | | |
| **5 Academic Qualifications. (Starting with the Highest)** | | | | | | | | | | | |
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| **Year** | | | **University/ High School** | **Award/Attainment**  **(e.g. Masters,**  **Bachelors, Degree,**  **KCSE)** | | | **Course/Programme**  **(e.g. PhD, MSc, BA,**  **O’Level)** | | **Specialization/Subject**  **(e. g Econ, Maths,**  **Sociology e.t.c)** | | **Class/Grade** |
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| **6 Professional/Technical Qualifications/Certifications Relevant to the post. (Starting with the Highest)** | | | | | | | | | | | |
| **ademic /Professional/Technical Qualifications Relevant to the post. (Starting with the Highest)** | | | | | | | | | | | |
| **Year** | | | **Institution** | | **Award/Attainment**  **(e.g. Higher Diploma, Diploma,**  **Certificate)** | | | **Specialization/Subject**  **(e. g Human Resource, Engineering, Counselling**  **e.t.c)** | | | **Class/Grade** |
| **From** | **To** | |
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| **7. Other relevant Courses and Training** | | | | | | | | | | | |
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| **Year** | | **University/College/Institution** | | | | **Name of Course** | | | | **Details and duration** | |
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| **8. Current Registration/Membership to Professional Bodies** | | | | | | | |
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| **Professional Body** | | **Membership/Registration No.** | | | **Membership type (e.g. Associate, Full etc)** | | **Date of Renewal** |  |
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| **9.** **Employment Details - where applicable (*starting with the current or most recent*)** | | | | | | | |
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| **From**  **(dd-mm- yyyy)** | **To**  **(dd-mm- yyyy)** | |  |  | |  | |  |
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| 1. Current duties, responsibilities and assignments (if any)     ……………………………………………………………………………………........................................................................................................  ……………………………………………………………………………………………………………………………..……………….…..…..……  …………………………………………………………………………………………………………………….…………………..…………….……  ……………………………………………………………………………………………………………………………………….…..…………….…  ...............................................................................................................................................................................................................................................  ................................................................................................................................................................................................................................................  ................................................................................................................................................................................................................................................  …………………………………………………………………………………………………………………………………………………………………………………………..   1. Details of abilities, skills and experience which you consider relevant to the position applied for. This information may include an outline of your most recent achievements and your reasons for applying for this post.     …………………………………….……………………….…..…....................................................................................................................................  ………….………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………….…………………………………..  ………….………………………………………………………………………………………………………………………………………………..  .............................................................................................................................................................................................................................................  ............................................................................................................................................................................................................................................  ..............................................................................................................................................................................................................................................  ...............................................................................................................................................................................................................................................  .............................................................................................................................................................................................................................................. | | | | | | | |

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| **12. Referees (people who have interacted with you professionally)** |
| 1. Full Name:……………………………………………………………………………..…………………………………………………………     Occupation:…………………………………………………………………………………...…………………………………………………………….    Address:………………………………………………………Post Code:………………………………...City/Town: …………....................................    Mobile No:…………………………………………………………… E-mail address:……………………………………………………….................    Period for which the referee has known you:………………………………………..……………………………………………………........................     1. Full Name:……………………………………………………………………………….……………….…………………………………………   Occupation:………………………………………………………………………………………………..…………………………….………………….    Address:……………………………………………............ Post Code:……………………………….......City/Town: ………………………………....    Mobile No:……………………………………………....................... E-mail address:……………………………………………………......................    Period for which the referee has known you:……………………………………………………………….…………………………………….……...... |
| **13.** **Declaration** |
| I certify that the particulars given on this form are correct and understand that any incorrect /misleading information may lead to disqualification and/or legal action.      Date: ……………………………. ……………………………..  (dd-mm-yyyy) Signature of the App |