



APPLICATION FOR EMPLOYMENT FORM

Please complete all sections of this form as appropriate in **BLOCK** letters and submit to **The Chief Principal Jeremiah Nyaga National Polytechnic, P.O.BOX 1264-60100, EMBU.**

1. Vacancy Applied For

Vacancy/Post: Vacancy No:

2. Personal Details

Name of applicant:
(Surname) First Name Other Name(s):

Title: (Prof/Dr/Mr./Mrs./Miss/Ms/Rev)

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

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

Residence..... Ethnicity: PIN NO:

Address..... Postal Code.....

County..... Sub-County..... Constituency:

Ward: Location..... Sub-Location.....

Mobile..... E-mail address.....

Are you living with disability? Yes ☐ No ☐

If yes, give;

i. Details/Nature of Disability.....

ii. Details of Registration with the National council for people with Disabilities (Registration No. and Date).....

Alternative contact person: Telephone.....

Email: Relationship.....

3. Applicants in the Institute Only (Internal Adverts)

Department:.....Section:

Present Substantive Post:.....Job Grade:.....

Effective date.....

(dd-mm-yyyy)

Terms of Service: ☐ Permanent & Pensionable ☐ Contract ☐ Casual ☐

4. Applicants in Private/NGO/Other Sectors

Current/Previous employer:

Position held: Effective date:..... Salary (monthly)

Ksh.....

5. Other Details

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

If Yes, State nature of offences, the year and duration of conviction

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

Have you ever been employed by Jeremiah Nyaga National Polytechnic before?

Yes ☐ No ☐

If Yes, State the Post.....

Reason for leaving.....

Have you ever been interviewed by Jeremiah Nyaga National Polytechnic before?

Yes ☐ No ☐

If Yes, State the Post.....

Interview date.....

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

6. Academic /Professional/Technical Qualifications (Starting with the Highest)

Year		University/College/School	Award/Attainment (e.g. Degree, Diploma, Certificate)	Courses (e.g. PhD, Msc, BA)	Subject (Econ, Math etc.)	Class/Grade
From	To					

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

Year	Institute/College	Courses	Details

8. Employment Details (starting with the most recent)

Year		Employer's Name	Position/Rank/Designation	Grade/Gross Salary(Ksh.)	Monthly
From	To				

9. Briefly state your current duties, responsibilities and assignments

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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.....

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11. 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 Jeremiah Nyaga National Polytechnic 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:

3. 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)

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Signature of the Applicant

Our website: www.jnnp.ac.ke