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| lisp LOGO ed **Church Road, Off Waiyaki Way, Westlands. P.O. Box 9845 00200 City Square Nairobi,****Mobile lines: +254 721 920647 Email: lisp@lifeskills.or.ke Website:** [**www.lifeskills.or.ke**](http://www.lifeskills.or.ke)**JOB APPLICATION FORM**  |
| **INSTRUCTIONS**  |
| ***Please read through all the question carefully and fill the blank space appropriately***  |
| **1. POSITION APPLIED FOR:** |
| **2. Surname:** | **First name:** | **Middle name:** |
| **3. Date of Birth:** | **4. Nationality**  | **5. Gender: Male Female** |
| **6. Marital Status:** Single Married Separated Widower Divorced  |
| **7. Present Physical and Postal Address**  | P.O. Box  |
| Code: |
| Mobile Number: |
| Email address: |
| **8. EDUCATION, PROFESSIONAL AND TECHNICAL TRAINING** - Give full details with exact titles of degrees in original language. Do not translate or equate to other degrees. **NB**: ***Do not indicate programmes you have not completed at the time of application*** |
| **INSTITUTION (NAME, LOCATION, ADDRESS)** | **ATTENDED FROM/TO**  | **EXAMS TAKEN** | **EXAMINING BODY** | **QUALIFICATION OBTAINED**  |
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| **9. LIST ANY SIGNIFICANT ACHIEVEMENT (DO NOT ATTACH)**  |
| **10. EMPLOYMENT RECORD:** Starting with your present post, list in REVERSE ORDER every employment you have had. Use a separate block for each post. If you need more space, attach additional pages of the same size. Give both basic and gross per month.  |
| A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT) :  |
|  **FROM:** |  **TO:** |  **SALARY PER MONTH** **Basic:\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Gross:\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  **EXACT TITLE OF YOUR POST:** |
| **NAME OF EMPLOYER:**  | **TYPE OF BUSINESS:**  |
| **ADDRESS OF EMPLOYER:** | **NAME OF SUPERVISOR:**  |
| **DESCRIPTION OF YOUR DUTIES:**  |
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| **B. PREVIOUS POSTS IN REVERSE ORDER** |
|  **FROM:** |  **TO:** |  **SALARY PER MONTH** **Basic:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Gross:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  **EXACT TITLE POST:** |
| **NAME OF EMPLOYER:**  | **TYPE OF BUSINESS:**  |
| **ADDRESS OF EMPLOYER:**  | **NAME OF SUPERVISOR:**  |
| **DESCRIPTION OF YOUR DUTIES:**  |
|  |
| **FROM:**  | **TO:** | **SALARY PER MONTH Basic: Gross:**  | **EXACT TITLE OF YOUR POST:** |
| **NAME OF EMPLOYER:** | **TYPE OF BUSINESS:** |
| **ADDRESS OF EMPLOYER:** | **NAME OF SUPERVISOR:**  |
| **DESCRIPTION OF YOUR DUTIES:**  |
|  |
| **FROM:**  | **TO:** |  | **EXACT TITLE OF YOUR POST:** |
| **NAME OF EMPLOYER:**  | **TYPE OF BUSINESS:**  |
| **ADDRESS OF EMPLOYER:** | **NAME OF SUPERVISOR:**  |
| **DESCRIPTION OF YOUR DUTIES:**  |
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| 11. EXPECTED SALARY: Kindly indicate the salary you expect to earn for this position.  |
| 12. HAVE YOU ANY OBJECTION TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? **YES** **NO**  |
| 13. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications. One of your referees must be a past or current employer  |
| **FULL NAME**  | **BUSINESS OR OCCUPATION**  | **PHYSICAL/POSTAL ADDRESS** | **TELEPHONE NUMBER**  | **EMAIL ADDRESS** |
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| 14. STATE ANY OTHER RELEVANT FACTS TO YOUR QUALIFICATION FOR THE POSITION APLLIED FOR, HIGHLIGHTING; relevant training and work experience, leadership and strategic management orientation, interpersonal relations and team orientation, people management, communication skills, technological orientation and change management.  |
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| If "Yes", give full particulars of each case in an attached statement  |
| **16. I certify that the statements made by me in answer to the aforementioned questions are true, complete and correct to the best of my knowledge and belief**  |
| **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **N.B. You will be requested to supply documentary evidence to support the statements you have made above. Do not, however, send any documentary evidence until you have been requested to do so by LISP**  |