



KENYA ORDNANCE FACTORIES CORPORATION
APPLICATION FOR EMPLOYMENT FORM

Please complete all sections of this form as appropriate.

1. VACANCY APPLIED FOR

Vacancy/Post.....

2. PERSONAL DETAILS OF THE APPLICANT

Surname	First Name	Middle Name	Other Name(S)

Date Of Birth	Id/Passport No.	Pin No.	Home County	Gender (Male/Female)

Telephone/Mobile No.	Email	Marital Status (Married/Single)	Disability (Yes/No)

3. OTHER PERSONAL DETAILS

Have you ever been convicted of any criminal offence or a subject of probation order? **Yes/No**
If **Yes** state nature of offence, the year and duration of conviction:

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Have you been dismissed or otherwise removed from employment? **Yes/No**

If **Yes**, state reason (s) for dismissal/removal..... Effective date.....

4. ACADEMIC QUALIFICATIONS (Starting from the Highest)

Year		University/High School	Award/Attainment (e.g Masters, Bachelors, Degree, KCSE)	Specialization/Subject (e.g Econ, Maths, Sociology)	Class/Grade
From	To				

5. PROFESSIONAL/TECHNICAL QUALIFICATIONS (Starting from the Highest)

Year		Institution	Award/Attainment (e.g Higher Diploma, Diploma Certificate)	Specialization/Subject (e.g Human Resources, Engineering etc)	Class/Grade
From	To				

6. RELEVANT COURSES AND TRAINING ATTENDED LASTING NOT LESS THAN ONE WEEK

Year	Institution	Name of Course	Details and Duration

7. CURRENT REGISTRATION/ MEMBERSHIP TO PROFESSIONAL BODIES

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

8. EMPLOYMENT DETAILS (STARTING WITH THE CURRENT OR MOST RESENT)

Year		Designation/Position	Job Group and Gross Monthly Salary (Kshs)	Organization
From	To			

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 relevant to the position applied for. This information may include an outline of your most resent achievement and your reason for applying the post.

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11. 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:.....

12. 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)

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Signature of the Applicant