|  |  |  |
| --- | --- | --- |
| C:\Users\user\Pictures\Saved Pictures\PHOTO-2019-06-07-17-29-54.jpg  **APPLICATION FOR EMPLOYMENT FORM**  Please complete all sections of this form as appropriate in **BLOCK** letters and submit to the **Chairman,**  **Coast Water Works Development Agency, Mikindani Street, Off Nkrumah Road,**  **P.O Box 90417-80100 Mombasa** or send via email to [**chairman@cwwda.go.ke**](mailto:chairman@cwwda.go.ke)  All sections of this form must be completed in full and submitted together with attached complete curriculum vitae and copies of certificates and testimonials. | | |
| **1. Vacancy Applied For** | |  |
| **`**    Vacancy/Post: ………………………………………………………………………….....................................................................................……….... | |
| **2. Personal Details of the Applicant** | |
| Name: ……………………………….….....………..………….…..……..… ……………………………… ...... Title:……………………  (Surname) First Name Other Name(s): (Prof/Dr/Mr/Mrs/Miss/Ms/Rev)     |  | | --- | |  |   Date of Birth............................................... ID No:………………….. PIN. No.. ............................Gender: Male Female Intersex (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:………………………………………………………………………………………………...…………………......... 2. Details of Registration with the National Council for Persons Living with Disabilities (Registration No. and date)...................................................... | |
| **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............................................................................................................................. ......    ............................................................................................................ ......................................................................................................................... .......      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 the Institute. Each case will be considered on its own merit)*** |

1

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | |
| **4. Academic Qualifications. (Starting with the Highest level)** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **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** |
| **From** | **To** | |  |  | | |  | |  | | |  |
|  |  | |  |  | | |  | |  | | |  |
|  |  | |  |  | | |  | |  | | |  |
|  |  | |  |  | | |  | |  | | |  |
|  |  | |  |  | | |  | |  | | |  |
|  | | | | | | | | | | | | |
| **5. Professional/Technical Qualifications/Certifications Relevant to the post. (Starting with the Highest level)** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **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** | |
|  |  | |  | |  | | |  | | |  | |
|  |  | |  | |  | | |  | | |  | |
|  |  | |  | |  | | |  | | |  | |
|  |  | |  | |  | | |  | | |  | |
|  |  | |  | |  | | |  | | |  | |
|  | | | | | | | | | | | | |
| **6. Relevant Courses and Training attended Lasting not Less than One (1) Week** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Year** | | **University/College/Institution** | | | | **Name of Course** | | | | **Details and duration** | | |
|  | |  | | | |  | | | |  | | |
|  | |  | | | |  | | | |  | | |
|  | |  | | | |  | | | |  | | |
|  | |  | | | |  | | | |  | | |
|  | |  | | | |  | | | |  | | |
|  | |  | | | |  | | | |  | | |
|  | |  | | | |  | | | |  | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |

2

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | |
| **7. Current Registration/Membership to Professional Bodies** | | | | | | | | |
|  | | | | | | | | |
| **Professional Body** | | **Membership/Registration No.** | | | **Membership type (e.g.** **Associate, Full etc)** | **Date of Renewal** | | ....  .....  ....  …....  ..  ...  ...  e    ..…  ..…  ..…      .... |
|  | |  | | |  |  | |
|  | |  | | |  |  | |
|  | |  | | |  |  | |
|  | |  | | |  |  | |
|  | |  | | |  |  | |
|  | | | | | | | |
| **8. Employment Details - where applicable (*starting with the current or most recent*)** | | | | | | | |
|  | | | | | | | |
| **Year** | | | **Designation/ Position** | **Job Group/Grade /Scale**  **Gross Monthly Salary (Ksh.)** | | | **Institution/ Organization** |
| **From (dd-mm- yyyy)** | **To** **(dd-mm- yyyy)** | |  |  | | |  |
|  |  | |  |  | | |  |
|  |  | |  |  | | |  |
|  |  | |  |  | | |  |
|  |  | |  |  | | |  |
|  |  | |  |  | | |  |
|  |  | |  |  | | |  |
|  |  | |  |  | | |  |
| 1. Briefly state your current duties, responsibilities and assignments (if any)   ……………………………………………………………………………………........................................................................................................ ..  ……………………………………………………………………………………………………………………………..……………….…..…..……  …………………………………………………………………………………………………………………….…………………..…………….……  ……………………………………………………………………………………………………………………………………….…..…………….  ............................................................................................................................. .................................................................. ..............................................  ............................................................................................................................. .................................................................................. ..............................  ............................................................................................................................. .................................................................................................. ..............   1. Please give details of your abilities, skills and experience which you consider relevant to the position applied for. This information may includ an outline of your most recent achievements and your reasons for applying for this post.   …………………………………….……………………….…..…............................................................................................................................... .....  ………….………………………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………….…………………………………  ………….………………………………………………………………………………………………………………………………………………  ............................................................................................................................. ................................................................................................................  ............................................................................................................................. ...............................................................................................................  ............................................................................................................................. ............................................................. ................................................    3 | | | | | | | |

|  |  |
| --- | --- |
|  | |
| **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:……………………………………………………………….…………………………………….……......       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) Signature of the Applicant |