



APPLICATION FOR EMPLOYMENT FORM

Please complete all sections of this form as appropriate in **BLOCK** letters and submit to the Director General, Kenya Wildlife Service, P.O. BOX 40241, 00100 NAIROBI, KENYA. All sections of the form must be completed in full and submitted together with curriculum vitae (where applicable) and copies of certificates and testimonials.

1. Vacancy Applied For

Vacancy/Post: Ref No:

2. Personal Details of the Applicant

Name: Title:
(Surname) First Name Other Name(s): (Prof/Dr/Mr/Mrs/Miss/Ms/Rev)

EST No.: Position/Rank Park/Station
(For KWS Employees only)

Date of Birth..... ID No:..... KRA PIN. No..... Gender: Male Female Intersex:
(dd-mm-yyyy)

Nationality:..... Ethnicity Home County:.....

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

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

Postal Address:..... Code:..... Town/City:

Telephone No:..... Mobile No:..... E-mail address:.....

Name of alternative contact person:..... Relation:.....

Telephone No:..... Postal Address:..... Email Address:.....

Do you have any form of disability? Yes No

If yes, give;

(i) Details/Nature of Disability:.....

(ii) Details of Registration with the National Council for Persons 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.....

Do you have any criminal charges pending and/or awaiting hearing in court? Yes No

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 Service. Each case will be considered on its own merit)

4. Academic Qualification(s) (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 | | | | | |
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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 | | | | |
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6. Relevant Courses and Training attended Lasting not Less than One (1) Week

| Year | University/College/Institution | Name of Course | Details and duration |
|------|--------------------------------|----------------|----------------------|
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7. Current Registration/Membership to Professional Bodies

| Professional Body | Membership/Registration No. | Membership type (e.g. Associate, Full etc) | Date of Renewal |
|-------------------|-----------------------------|--|-----------------|
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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) | | | |
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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 recent achievements and your reasons for applying for this 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:.....

2. 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.
- I acknowledge the purpose of this application form and the material associated with it is to assist in assessing my suitability for the position I am applying for.
- I authorize the Service to contact the referees I have nominated above seeking verbal and/or written information for the purposes of validating my suitability for the position I am applying for.
- I understand that the information provided to the Service by my referees is supplied in confidence as evaluative material and will not be disclosed to me.
- I acknowledge that if I give any incorrect or misleading information or if I have omitted any information during the appointment process, I may be disqualified from consideration or, if appointed and this is subsequently discovered, I may be liable for dismissal.
- I understand that under Section 100 (4) of the Public Service Commission Act 2017, any person who gives false or misleading information to the Commission or to any member of the Commission commits an offence and is liable, on conviction, to a fine not exceeding two hundred thousand or to imprisonment for a term not exceeding two years, or to both such fine and imprisonment.

Date:
(dd-mm-yyyy)

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Signature of the Applicant