



Employment Application

Passport photo here

POST APPLIED FOR: _____

EMPLOYEE INFORMATION

Name: _____
Last First Middle

Postal address _____

Telephone / Mobile No: _____ Email: _____

Residential Address: _____

Date of Birth: _____ Place of Birth: _____

Gender: Male Female Married Single

ID No: _____ Pin No: _____

Passport No: _____ Place of Issue: _____

Date of Issue: _____ Date of Expiry: _____

Nationality: _____

Name of Spouse: _____

No. of Children: _____ No. of Children working: _____

Are you related to any current employee working with United Group of Companies? Yes No

Name: _____

Department: _____



ACADEMIC QUALIFICATION

	Institution name	Years completed	Grades / Credits
O' Level (GCSE / KCSE / Others)			
A' Level			
Other Courses			

PROFESSIONAL QUALIFICATION

	Institution name	Years completed	Field of study	Grades / Credits
Certificate				
Diploma				
Degree				
Masters				

EMPLOYMENT HISTORY

Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
	Last Salary		
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
	Last Salary		
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
	Last Salary		
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
	Last Salary		

ACADEMIC QUALIFICATION

Other qualifications such as special skills, abilities or honors that should be considered: _____

Types of computers, software, and other equipment you are qualified to operate or repair: _____

Professional licenses, certifications or registrations: _____

Additional skills, including supervision skills, other languages or information regarding the career/ occupation you wish to bring to the employer's attention: _____

REFERENCES

List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation
Name	Address	Telephone	Occupation

CONTACT

In case of accident or illness, please contact: Name: _____ Daytime phone: _____

Address: _____ Relationship: _____

Next of Kin: _____

Relationship: _____

Address: _____ Tel: _____

DOCUMENTS REQUIRED WITH THIS APPLICATION
1. Four Passport size photographs, not more than 30days old.
2. Photocopies of:

- Last Payslip
- NHIF / NSSF Card
- Kenyan ID and PIN Card
- Passport / Driving License - As applicable
- Educational Certificates as mentioned
- Experience Certificates as mentioned
- Reference letters from previous employers on their letterheads with stamps and signature

3. Original

- Valid Certificate of Good Conduct from the Kenya Police along with records of fingerprints
- Area Chief's letter indicating proof of residence and good character
- Pre-employment Medical Check up Report, indicating fitness level to do the intended work
- Proper relieving letter and also NOC from immediate past employer

Signature of Applicant _____

Date _____