

## EMPLOYMENT APPLICATION FORM

### GENERAL INSTRUCTIONS

This form contains 8(eight) parts from A to I and applicants are required to fill in all the parts clearly and accurately. If the spaces provided are inadequate, you may use a separate sheet and attach to the form. You are also required to attach copies of your national identity card/Passport, academic and professional Certificates.

### PART A: PERSONAL DETAILS

1. Surname..... Middle name.....Other name.....
2. (i) Sex :.....(ii) Date of Birth: (dd/mm/yyyy) .....
3. Nationality.....
4. Marital Status:.....
5. Ethnicity.....
6. Disability Status (where applicable) .....Nature of Disability.....
7. Religion:.....
8. County of Origin:.....
9. Current place of residence (County/town/village etc):.....
10. National ID/Passport No.....
11. Current Employer (if applicable).....
12. Current Position held:.....
13. Current Gross salary.....
14. Expected gross salary.....

### PART B: CONTACT DETAILS

1. Postal Address.....Code:.....Town.....
2. Physical Address.....
3. Cell Phone Number :.....
4. Email Address.....

## PART C: DETAILS OF VACANT POST

1. Position Applied For:.....
2. Reference number of the position.....
3. Highest Academic Qualification attained:.....
4. Highest Professional Qualification attained:.....
5. Membership to a Professional Body (if applicable) .....
6. Skills/Competencies Match:

SKILLS/ COMPETENCIES (Pick from the key requirements in the advert)	Describe how you fit with the key requirements (Provide adequate details and examples)

## PART D: ACADEMIC AND PROFESSIONAL QUALIFICATIONS

- State Schools / Colleges/Universities/Institutions attended and indicate any
- Professional/Educational/Technical qualifications obtained (Start with the most recent qualification).

1. ACADEMIC QUALIFICATIONS				
Name of the institution (university/college/school)	From (Year)	To (Year)	Qualifications obtained (level, and field) e.g. ▪ BSc. Statistics	Grade e.g. ▪ 1 <sup>st</sup> class ▪ Credit ▪ A plain etc.

			<ul style="list-style-type: none"> <li>▪ BSc. Math, IT etc.</li> </ul>	

## 2. PROFESSIONAL/TECHNICAL QUALIFICATIONS

Name of the Institution (University/college)	From (Year)	To (year)	Qualifications obtained (level, and Field) e.g. <ul style="list-style-type: none"> <li>▪ CPA part II- Section 3</li> <li>▪ Higher diploma in Human Resource Management</li> <li>▪ Certificate in Computer Packages etc.</li> </ul>	Grade <ul style="list-style-type: none"> <li>▪ Distinction</li> <li>▪ Credit</li> <li>▪ Pass etc.</li> </ul>

## 3. OTHER MERITS e.g. language skills, communication skills, resource mobilization skills, leadership/ management skills etc.

Merits	Level of expertise (Excellent, Good, Average Beginner)	Briefly describe how and when you applied the skill/merits.

## 4. MEMBERSHIP TO PROFESSIONAL BODIES

Name of the professional Body	Membership type	Member Number

## 5. OTHER ACHIEVEMENTS/ANY RELEVANT INFORMATION (Briefly narrate in the space provided)

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**PART E: EMPLOYMENT HISTORY**

Give particulars of your employment history. (Start with the current position)

Name and contact detail of employer	Position held	Brief description of duties performed	From (year)	To (year)

**PART F: COVER PAGE:** Apply for one position only in the space provided.

**PART G: REFERENCES (please note that NCIA may conduct reference and/ or background checks on applicants)**

Name	Position	Phone Number/email address/postal address	Employer (if applicable)	Relationship	Remarks

**PART H: DECLARATION**

I, (name).....hereby certify that:

To the best of my Knowledge, the particulars given on this form are correct.

**Applicants signature..... Date .....**