



KENYA LAW REFORM COMMISSION

APPLICATION FOR EMPLOYMENT FORM

Please complete this form in **BLOCK** letters as appropriate and submit to the Secretary, Kenya Law Reform Commission, P.O.BOX 34999, 00100 NAIROBI, KENYA,

1. Vacancy Applied For

Vacancy/Post: Vacancy No:.....

Department:

2. Personal Details

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

Date of Birth:..... Gender: Male Female
 (dd-mm-yyyy)

ID/Passport No:.....Employment/PNo:.....Address:..... Postal

Code:..... Home County:..... Sub county:.....Constituency:.....

Telephone:.....Mobile:.....E-mail address:.....

Alternative contact person.....Telephone:.....

3. Applicants in the KLRC only

Directorate/department:..... Station:.....

Present Substantive Post:.....Grade:..... effective date:.....
 (dd-mm-yyyy)

Upgrading (if applicable) post:.....effective date:.....
 (dd-mm-yyyy)

Terms of Service: Permanent Contract Secondment

4. Applicants in Other Sectors

Current employer:.....Position held:.....effective date:.....
 (dd-mm-yyyy)

Salary (monthly) Ksh..... Reasons for leaving

5. Other Details

Indicate the language(s) you are proficient in..... Do you suffer from
 any physical impairment? Yes No

If yes give details:.....

Have you ever been convicted of any criminal offences or a subject of probation order? Yes No

8. Employment Details (starting with the most recent)

Year		Employer's Name	Position/ Rank/Designation	Job Grade/Gross Monthly Salary (Ksh.)
From	To			

9. Briefly state your current duties, responsibilities and assignments

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10. Please give details of your abilities, skills and experience which you consider are relevant to the position applied for. The information may include an outline of your most recent achievements and your reasons for applying.....

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11. Supervisors Comment (In case of serving officers)

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11. Personal References

The names of distinguished persons should not be used unless they really know you well; the names of relatives or of those from whom you send testimonials should not be used. The names of members or staff of the Kenya Law Reform Commission should also not be used.

1. Full Name:.....

Address:..... Telephone No:.....

E-mail address:..... Occupation:.....

Period for which he/she has known you:.....

2. Full Name:.....

Address:..... Telephone No:.....

E-mail address:.....

Occupation:.....

Period for which he/she has known you:.....

Declaration:

I hereby certify to the best of my knowledge that the particulars given on this form are correct and I understand that any incorrect information may lead to disqualification/legal action.

Date:
(dd-mm-yyyy)

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Signature of the Applicant