



***A Society free from female genital mutilation***

**ANTI-FGM BOARD**

**APPLICATION FOR EMPLOYMENT FORM**

Please complete all sections of this form as appropriate in **BLOCK** letters and submit to the Chief Executive Officer, Anti-FGM Board, P.O. Box 54760-00200, NAIROBI or deliver to the Board’s office. (Do not attach copies of certificates and testimonials).

**Part I: Vacancy Applied for**

Position: .....Vacancy No: .....

**Part II: Personal Details**

Name ..... Title.....  
 [Surname] [First Name] [Other Name(s)] [Prof./Dr./Mr./Mrs./Miss/Ms.]

Date of Birth..... ID No: ..... PIN.NO: .....  
 (dd-mm-yyyy)

Gender: Male  Female  Nationality: ..... Ethnicity .....

Home County: ..... Sub-county .....

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

Telephone No: ..... Mobile No: .....

E-mail address: .....

Name of alternative contact person: ..... Telephone No: .....

Please Indicate the language (s) you are proficient in: .....

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 People with Disabilities (Registration No. and date) .....

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**Part III: Applicants in the Public Service only**

Ministry/Department/ Other Public Institution: .....

Station: .....Personal/Employment No.....

Present Substantive Post: .....

Grade/Job group: .....effective date: .....  
(dd-mm-yyyy)

Terms of service: Permanent & pensionable  Contract  Temporary

Other, please specify.....

**Part IV: All other Applicants**

Current employer (where applicable) .....

Position held: .....

Effective date: ..... Gross Salary (monthly) Ksh.....

**Part V: Academic Qualifications (Starting with the Highest)**

Year		University /College/ Institution /School	Award/Attainment (e.g. Masters, Bachelors, Degree, Diploma, Certificate, KCSE)	Course/ Programme (e.g PhD, Msc, BA, O'Level)	Specialization/ Subject (e. g Econ, Maths, Sociology etc.)	Class/ Grade
From	To					

**Part VI: Professional /Technical Qualifications /Certifications Relevant to the post  
(Starting with the Highest)**

Year		Institution/College	Award/Attainment (e.g. Higher Diploma, Diploma, Certificate)	Specialization/ Subject (e. g Human Resource, Engineering, Counselling etc.)	Class/Grade
From	To				

**Part VII: Relevant Courses and Training attended Lasting not Less than one (1) week**

Year	University/College/Institution	Name of Course	Details and duration

**Part VIII: Current Registration/Membership to Professional Bodies**

Professional Body	Membership/Registration No.	Membership type (e.g. Associate, Full etc.)	Date of Renewal

**Part IX: Employment Details-where applicable (*Starting with the current or most recent*).**

Employer's Name	Job title/ Position held	From <i>Month/ Year</i>	To <i>Month/ Year</i>	Key Responsibilities	Gross Monthly Salary (Ksh.)

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Briefly state your current duties, responsibilities and assignments (if any)

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Please give details of your abilities, skills and experience which you consider relevant to the position applied for.

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**Part X: References (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: .....

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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