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| Description: cid:image002.png@01CDFD5D.03858400 **APPLICATION FOR EMPLOYMENT FORM**Please complete all sections of this form as required and submit to **jobs@fortune.co.ke** (Do not attach copies of certificates and testimonials). |
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| **1. Vacancy Applied For**  |
| **`** Vacancy/Post: …………………………………………………………………………..................................................................... |
|  **2. Personal Details of the Applicant**  |
| **Name:**……………………… …….….....………..……… …………………………………………………………(Surname) First Name Other Name(s):**Gender:** Male Female **Date of Birth** (dd/mm/yyyy): ………....... **ID No** …………………….**Marital Status:** Married Single Divorced Other: ………………………………….**Disability Status:** DisabledNot Disabled **Type of Disability:** …………………………**County of Origin:** ……………………………. **Sub-county:** ……………………….**Current Place of Residence:** ***County:*** ……………………………………………..  |
| **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 ................................................................................................................................................................................... .................................................................................................................................................................................... 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)  |
| **4. Academic Qualifications. (Starting with the Highest)**  |
| **Professional/Technical Qualifications Relevant to the post. (Starting with the Highest)**  |
| **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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| **5. Courses and Training Attended**  |
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| **Year**  | **University/College/Institution**  | **Name of Course**  | **Details and duration**  |
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|  **6. Employment History *(Begin with most current )*** |
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| **Name of Organization** | **Position Held** | **From (mm/yyyy)** | **To (mm/yyyy)** |
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**Current Gross Salary (KES): …………………………………………..**

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| **7. Briefly state your current duties, responsibilities and assignments (if any)** |

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| **8. 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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| **9. 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:………………………………………..……………………1. Full Name:……………………………………………………………………………..………………………

 Occupation:…………………………………………………………………………………...…………………Address:……………………………Post Code:………………………………...City/Town: …………..............  Mobile No:……………………… E-mail address:………………………………………………………............ Period for which the referee has known you:………………………………………..………………………1. 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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| **10. 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.   Date: ……………………………. …………………………….. (dd-mm-yyyy) Signature of the Applicant  |