

**NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY (NEMA)**

**APPLICATION FOR EMPLOYMENT FORM**

Please complete all sections of this form as appropriate in BLOCK letters

Information provided in this form will be treated with the utmost confidentiality.

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| **1. Vacancy applied for ………………………………………………………………………………………………………………..** |

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| **2. Personal Details of the applicant** | | | |
| **Surname** | **First Name** | **Middle Name** | **Title (Mr., Ms, Mrs., Dr., Prof etc.)** |
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| **Date of Birth (DD/MM/YYYY)** | **ID/PP No.** | **KRA Pin No** | **Nationality** | **Home County** | **Gender** |
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| **Tel. /Mobile No.** | **Postal Address** | **Email** | **Marital Status** |
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| **Name of Alternative Contact Person** | **Tel. No.** |  |  |
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| **Are You Living with Disability?**  **(Yes/No)** | **If Yes State Registration Number & Date with National Council For Persons With Disability** | **Nature of Disability** |
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| **3. Other Personal Details** |

**Have you ever been convicted in a court of law?**

No.

Yes

**If yes, state the nature of offence, the year and duration of conviction**

**………………………………………………………………………………………………………………………………………………………**

**……………………………………………………………………………………………………………………………………………………….**

**Have you ever been dismissed or otherwise removed from employment?**

No

Yes

**If yes, state reasons for dismissal/removal**

**………………………………………………………………………………………………………………………………………………**

**Effective date……………………………………………………………………………………………………………………………….**

*(Declaring the above information will not necessarily debar an applicant from employment in NEMA. Each case will be considered in its own merit)*

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| **4. Academic Qualifications (Starting with the Highest)** | | | | | |
| **Year** | | **University/High School** | **Award/Attainment (e.g. PhD, Masters, Bachelors, Post Graduate Diploma, Diploma, KCSE)** | **Specialization/Subject (E.G. Econ, Maths, Sociology Etc.)** | **Class/Grade** |
| **FROM** | **TO** |  |  |  |  |
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| **5. Professional/Technical/Certifications 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 etc.)** | **Class/Grade** |
| **FROM** | **TO** |  |  |  |  |
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| **6. Relevant Courses And Training Lasting Not Less Than One (1) Week** | | | |
| **Year** | **University/College/Institution** | **Name of Course** | **Details and Duration** |
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| **7. Current Registration/Membership to professional Bodies** | | | |
| **Professional Body** | **Membership/Registration No.** | **Membership type (e.g. Associate, Full etc.)** | **Date of Renewal** |
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| **8. Employment Details – Where applicable (starting with the current or most recent)** | | | |
| **Year** | **Designation/Position** | **Job Group/Grade/scale**  **Gross Monthly Salary (Kshs.)** | **Institution/Organization** |
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9. Briefly state your current duties, responsibilities and assignments (if any)

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10. 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 recent achievements and your reason for applying for this post.

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| **11. Referee (People who have interacted with you professionally)** |

1. Full Name ………………………………………………………………………………………………………………………………………

Occupation ……………………………………………………………………………………………………………………………………

Address……………………………………… Post Code………………………………………City/Town…………………………

Mobile No……………………………………..Email address…………………………………………………………………………

Period for which the referee has known you …………………………………………………………………………………

2. Full Name ………………………………………………………………………………………………………………………………………

Occupation ……………………………………………………………………………………………………………………………………

Address……………………………………… Post Code………………………………………City/Town…………………………

Mobile No……………………………………..Email address…………………………………………………………………………

Period for which the referee has known you …………………………………………………………………………………

3. Full Name ………………………………………………………………………………………………………………………………………

Occupation ……………………………………………………………………………………………………………………………………

Address……………………………………… Post Code………………………………………City/Town…………………………

Mobile No……………………………………..Email address…………………………………………………………………………

Period for which the referee has known you …………………………………………………………………………………

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| **12. 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……………………………………………………… Signature of the applicant………………………………………………….