



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.

1. Vacancy applied for

2. Personal Details of the applicant			
Surname	First Name	Middle Name	Title (Mr., Ms, Mrs., Dr., Prof etc.)

Date of Birth (DD/MM/YYYY)	ID/PP No.	KRA Pin No	Nationality	Home County	Gender

Tel. /Mobile No.	Postal Address	Email	Marital Status
Name of Alternative Contact Person	Tel. No.		

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?

Yes	No
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If yes, state the nature of offence, the year and duration of conviction

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Have you ever been dismissed or otherwise removed from employment?

Yes	No
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If yes, state reasons for dismissal/removal

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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)

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				

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				

6. Relevant Courses And Training Lasting Not Less Than One (1) Week			
Year	University/College/Institution	Name of Course	Details and Duration

7. Current Registration/Membership to professional Bodies			
Professional Body	Membership/Registration No.	Membership type (e.g. Associate, Full etc.)	Date of Renewal

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

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

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.....