



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL

(KUTRRH)

P.O. Box 7674 - 00100 GPO NAIROBI, KENYA

Website: www.kutrrh.go.ke

APPLICATION FOR EMPLOYMENT FORM

Please complete all sections of this form as appropriate in BLOCK letters. Scan and apply online via www.kutrrh.go.ke/careers or submit hard copies addressed to: -

The Chief Executive Officer
Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)
P.O Box 7674 – 00100 GPO Nairobi, Kenya

For all applications, please indicate the subject as follows: - **JOB APPLICATION – [JOB REFERENCE NUMBER]**
(Do **NOT** attach copies of certificates and testimonials)

1. Vacancy Applied For

Vacancy/ Post:

Job Reference No:

2. Personal Details of the Applicant

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

Date of Birth..... ID No: Gender: Male Female
(dd-mm-yyyy)

Nationality: Ethnicity: Home County:

Postal Address: Code: Town/City:

Telephone No: Mobile No: E-mail address:

Name of alternative contact person: Telephone No:

Are you living with a disability? Yes No

If yes, give;

(i) Details/ Nature of Disability:

(ii) Details of Registration with the National Council for People with Disabilities (Registration No. and date).....

3. Applicants in the Public Service Only

Ministry/ State Department/ County/ Other Public Institutions: Station:

Personal/ Employment No: Present Substantive Post:

Job group/ Scale/ Grade: Date of Current Appointment (dd-mm-yyyy).....

Terms of Service:

Permanent & Pensionable

Contract

Other, Please specify:

4. All other Applicants

Current employer (where applicable): Position held:

Effective date: Gross Salary (monthly) Ksh.:

(dd-mm-yyyy)

5. 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

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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)

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

6. Academic Qualifications (Starting with the Highest)

| Year | | University/ High School | Award/ Attainment (e.g. Masters, Bachelors, Degree, KCSE) | Course/Programme (e.g. PhD, MSc, BA, O' Level) | Specialization/Subject (e.g. Econ, Maths, Sociology etc.) | Class/ Grade |
|------|----|-------------------------|---|--|---|--------------|
| From | To | | | | | |
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7. Professional/Technical Qualifications/ 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, Medicine etc.) | Class/ Grade |
|------|----|-------------|---|---|--------------|
| From | To | | | | |
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8. Relevant Courses and Training attended Lasting not Less than Six (6) Weeks

| Year | | University/College/Institution | Name of Course | Details and duration |
|------|----|--------------------------------|----------------|----------------------|
| From | To | | | |
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9. 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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10. Employment Details - where applicable (starting with the current or most recent)

| Year | | Designation/ Positions | Job Group/ Grade/ Scale/ Gross Monthly Salary (Ksh.) | Ministry/ State Department/ Organization |
|------|----|------------------------|--|--|
| From | To | | | |
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11. Briefly state your current duties, responsibilities and assignments (if any)

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12. 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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13. Referees (people who have interacted with you professionally)

1. Full Name:
Occupation:
Address: Postal Code: City/Town:
Mobile No: E-mail address:
Period for which the referee has known you:

2. Full Name:
Occupation:
Address: Postal Code: City/Town:
Mobile No: E-mail address:
Period for which the referee has known you:

3. Full Name:
Occupation:
Address: Postal Code: City/Town:
Mobile No: E-mail address:
Period for which the referee has known you:

14. 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:
(dd-mm-yyyy) (Signature of the Applicant)

Please take note that all communication to potential candidates is specifically through KUTRRH’s official emails/ telephones

Any form of canvassing will lead to immediate disqualification.

KUTRRH is an Equal Opportunity Employer