



KENYA INDUSTRIAL RESEARCH AND DEVELOPMENT INSTITUTE

APPLICATION FOR EMPLOYMENT FORM

Please complete all sections of this form as appropriate in **BLOCK** letters and submit to the Director - General, P.O.BOX 30650, 00100 NAIROBI, KENYA, (Do not attach copies of certificates and testimonials).

1. Vacancy Applied For

Vacancy/Post:.....VacancyNo:.....

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:.....PIN.NO.Gender: Male ☐ Female ☐
(dd-mm-yyyy)

Nationality:.....EthnicityHome 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. Current Employment Details

Personal/Employment No:.....Present Substantive Post:.....

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

Upgraded post (where applicable):.....effective date of previous appointment:.....
(dd-mm-yyyy)

On Secondment (where applicable):Organisation:.....

Designation:.....JobGroup/Grade:.....



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Terms of Service: ☐ Permanent & Pensionable ☐ Contract ☐

Other, Please specify:.....

4. 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 subjected to a disciplinary process while in employment? Yes ☐ No ☐

If Yes, state nature of offence and the year

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)

5. 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 e.t.c)	Class/Grade
From	To					



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6. Professional/Technical Qualifications/Certifications Relevant to the post. (Starting with the Highest)

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

7. Relevant Courses and Training attended lasting not less than one (1) Week

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



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8. Current Registration/Membership to Professional Bodies

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

9. Employment Details – Where applicable (starting with the current or most recent

Year		Designation/Position	Job Group/Grade/Scale Gross Monthly Salary (Kshs.)	Ministry/State Department/Institution/Organization

10. Other Outputs – (Research Scientists Only)

Output	Details
No. of Publications co-authored	
No. of patents registered	
No. of Technologies Developed	
Other (s)	



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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:.....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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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:
(dd-mm-yyyy)

.....
Signature