



ETHICS AND ANTI-CORRUPTION COMMISSION

APPLICATION FOR EMPLOYMENT FORM

Please complete this form in **BLOCK** letters as appropriate and submit to the Secretary/Chief Executive Officer, Ethics and Anti-Corruption Commission P.O. BOX 61130 – 00200 NAIROBI, KENYA

PART A: PERSONAL INFORMATION

1. **Position Applied for:**.....

Directorate: **REF.**

2. **Personal Details**

NAME:.....

Identity Card No.:		Date of Birth:	
Passport No:		Place of birth:	
PIN No:		County:	
Citizenship:		Constituency:	
Gender:		Ward:	
Marital Status:		Postal Address	
Telephone No.		Email Address	
Indicate the language(s) you are proficient in			

3. To be completed by applicants in the Ethics and Anti-Corruption Commission (internal Candidates) only

Directorate:.....

Station:.....

Present Substantive Post:.....

Grade..... Effective date

4. To be completed by other applicants (Public/Private/NGO/Other Sectors)

Current Employer

Position held.....

Effective dateGross Salary (monthly) Ksh.....

Have you been employed by the Ethics and Anti-Corruption Commission before? Yes/No If yes give details:.....

PART B: ACADEMIC & PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

5. Academic Qualifications (start with most recent i.e University, A-Level, O-Level/KCSE)

Period	Course	Institution	Reg. No.	Award

6. Professional Qualifications (start with most recent e.g diplomas, certificates)

Period	Course	Institution	Reg. No.	Award

7. Short courses/ Conferences / seminars / workshops attended

Date/year	Course name	Place/venue where held	Skills acquired	Application/ use of skills acquired

8. Membership to professional Associations & Clubs (attach copy of current membership certificates)

Year of Registration	Association	Membership Type	Objective of Association	Position held

9. a) Employment History (start with most recent)

Period	Organization	Job Title	Duties & Responsibilities	No. of Years
Total Number of Relevant Years of Experience				

b) State key programmes/ activities that you have been directly initiated/involved in and summarize key achievements (starting with latest year).

Year	Program /activities implemented	Summary of achievements	Remarks/ Challenges/ Mitigating factors

PART C: INTEGRITY AND ETHICAL ISSUES

10. Are there any complaints against you in any or all of the following areas?

- a) **Gross Misconduct, Professional misconduct, Criminal/corrupt practices**
- b) **Subject of any disciplinary processes, dismissed from employment, suffered pecuniary embarrassment or declared bankrupt**
- c) **Involved/ accused of conflict of interest between your personal and official duties or involved in a gainful employment while working as a public officer**
- d) **Received a gift or benefit whose value exceeds Kshs 20,000 while serving as a public/state officer**

_____ **If Yes to any or all, kindly provide the details on the table below**

Date of complaint or Accusation	Type of Offence / complaint	Details	Action Taken

11. Are you an official of any political party? _____ If yes provide details.

12. Do you hold any other citizenship? _____ If yes provide the details below.

Country	Date Acquired	Citizenship	Reason citizenship acquired

PART D: ASSETS AND LIABILITIES

13. Assets including Local Bank Account balances

Description of Asset	Year Acquired	Estimated Value	Any Remarks

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14. Liabilities

Description of Liability	Year Incurred	Estimated Value	Any Remarks

15. Foreign Bank Accounts

Account Name	Account Number	Name of Bank or Financial Institution	Physical and Postal Addresses	Purpose for which the account is maintained	Date account was opened	Account balance as at the statement date

PART E: REFERENCES AND DECLARATION

Names of distinguished persons should not be used unless they really know you well; the names of relatives or of those from whom you send testimonials should not be used. The names of Chairperson/Members or staff of the Ethics and Anti-Corruption Commission should also not be used.

16 (i) Full Name:.....
 Address:.....

 Telephone No:.....
 E-mail address:.....
 Occupation:.....
 Period for which he/she has known you:.....

(ii) Full Name:.....
 Address:.....

 Telephone No:.....
 E-mail address:.....
 Occupation:.....
 Period for which he/she has known you:.....

(iii) Full Name:.....
 Address:.....
 Telephone No:.....
 E-mail address:.....
 Occupation:.....
 Period for which he/she has known you:.....

17. Declaration:

I hereby certify to the best of my knowledge that the particulars given on this form are correct and I understand that any incorrect information may lead to disqualification/legal action.

Date:

Signature of the Applicant:.....

Notes:

1. All Parts must be filled
2. Should an applicant require more space he/she may attach additional write up. Kindly ensure additional material is firmly appended to the form.
3. Candidates must attach copies of academic, professional training and membership certificate, testimonials, letters of clearance ,ID/Passport

FOR OFFICIAL USE ONLY

Short-listing Committee		1. Qualified 2. Not Qualified
Reasons / Comments by Short-listing Committee		
Date :		