

NRK-CPSB (3) (REVISED 2025) (CADET)



**NAROK COUNTY PUBLIC SERVICE BOARD
APPLICATION FOR EMPLOYMENT FORM**

Please complete all sections of this form as appropriate in block letters and submit them along with other documents to; recruitment@narok.go.ke

1. Vacancy Applied For

Vacancy/Post: Vacancy No:

County Department:

2. Personal Details of the Applicant

Name: Title:.....
Surname First Name Other Name(s) (Mr./Ms./Rev)

Date of Birth: ID No: PIN No: Gender: Male ☐ Female ☐

Nationality: Ethnicity: Home County:

Sub County: Ward: Village:

Postal Address: Code: Town/City:

Telephone Number: Mobile No: Email 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):
Upgraded post (where applicable): effective date of previous appointment:
(dd-mm-yyyy)
On Secondment (where applicable): Organization: Designation: Job Group/Grade:
Terms of Service: Permanent and Pensionable ☐ Contract ☐

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 the Public Service. 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 e.t.c)	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)	Course/Programme (e.g PhD, MSc, BA, O'Level)	Specialization/Subject (e.g Human Resource, Engineering, Counselling e.t.c)	Class/Grade
From	To					

8. Relevant Courses and Training attended Lasting not Less than One (1) Week.

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

9. Current Registration to Professional Bodies.

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

10. Employment Details – where applicable (Starting with the most current or most recent)

Year		Designation/Position	Award/Attainment (e.g Higher Diploma, Diploma, Certificate)	Job Group/Grade/Scale Gross Monthly Salary (Ksh.)	Ministry/County Department/Instituti on/Organization
From (dd-mm- yyyy)	To (dd-mm- yyyy)				

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: 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:

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 of the Applicant: