

# EMPLOYMENT APPLICATION FORM

Kindly complete the entire form in **BLOCK letters** in your own handwriting. Information contained herein is treated confidentially.

STICK ONE RECENT  
PASSPORT SIZE  
PHOTOGRAPH  
HERE  
(40MM BY 30MM)

**Surname:**

**Other Names:**

**Kenya ID. No.:**

**K.R.A. PIN No.:**

**N.H.I.F. PIN No.:**

**N.S.S.F. No.:**

**D/Licence No.:**

**Passport No.:**

**Email Address:**

Applying for the post of:

Application form issued by:

Reference:

## PERSONAL DETAILS

Full Name:

Mobile No.:

P.O. Box:

Other No.:

Residential Address:

Nationality:

Date of Birth:

Religion:

Age:

Tribe:

Your Height (in feet / inches):

Marital Status:

Your Weight (in kgs):

No. of Children:

Do you own (Tick): Land: YES  NO  House: YES  NO  Car: YES  NO  Laptop: YES  NO

Have you been charged for a criminal offence? (If Yes, please give full details)

Are you involved or have you been involved in any business or partnership? (If Yes, please give full details)

Are you suffering from or have you suffered from any health problems? (If Yes, please give full details)

Do you have any disabilities? (If Yes, please give full details)

Any special skills that you possess ? (If Yes, please give full details)

Do you own a smartphone with Whatsapp ? (Indicate your monthly data usage and phone bill)

List down the names of any relatives or friends who are currently working in the company:

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## EDUCATIONAL QUALIFICATIONS

a) Primary Education (highest examinations passed)

Name of School:

Year of Leaving:

Examination passed:

Grade Obtained:

b) Secondary Education (highest examinations passed)

Name of School:

Year of Leaving:

Examination passed:

Grade Obtained:

c) Higher education / University Qualification and / or technical training undergone (please give details of all academic, professional or trade qualifications obtained in **chronological** order)

EDUCATIONAL INSTITUTION	QUALIFICATION ATTAINED	DATE	SUBJECT / GRADE

d) Other courses or seminars attended (Give date, subject, sponsor and venue)


## FAMILY BACKGROUND

RELATION	NAME	AGE	OCCUPATION	COMPANY / SCHOOL
Father				
Mother				
Brother	1.			
	2.			
	3.			
Sister	1.			
	2.			
	3.			
Spouse				
Children	1.			
	2.			
	3.			

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## WORK EXPERIENCE

Details of all previous employers, starting with current / most recent job (Enclose copies of appointment letter and reference letters with payslips and P9) - Use separate paper if necessary. **(Minimum formal experience = 3 years)**

NAME & ADDRESS OF COMPANY / EMPLOYER	NATURE OF BUSINESS	POSITION HELD	DD/MM/YY JOINED	DD/MM/YY LEFT	REASON FOR LEAVING	SALARY (MONTHLY)	ALLOWANCES (IF ANY)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

DETAILS OF MINIMUM 3 REFEREES - (Referees must NOT be friends or relatives)

NAME	COMPANY	POSITION	MOBILE/ EMAIL CONTACT
1.			
2.			
3.			
4.			
5.			

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## GENERAL

Career Objective - Ambition:

How soon can you start work?

Reason for wanting to leave your present job (if applicable):

Salary & Benefits expected:

I am prepared to undergo a medical examination if required by the company: YES  NO

I declare that the details set out in this application form are accurate and complete. I fully understand that any false statement contained in this application form will be grounds for disqualification and/or termination of my employment.

I am also aware that canvassing directly or indirectly will result in automatic disqualification of my application and no consideration for employment will be given to me.

### THE FOLLOWING DOCUMENTS MUST BE ATTACHED WITH THIS APPLICATION.

- 1) Detailed Curriculum Vitae (CV)
- 2) Formal application letter to MIA Wines and Spirits International - in your own handwriting
- 3) Last employer's letter of reference or a copy of the initial appointment letter
- 4) Last employer's payslips with most recent P9 form
- 5) Copy of KRA PIN Certificate
- 6) Copy of Kenyan ID, NHIF & NSSF cards - all 3 cards with both sides on the same page
- 7) Copy of Birth Certificate
- 8) Copy of Police Clearance Certificate (Certificate of Good Conduct) - If Available
- 9) Copy of valid Kenyan Driving Licence - Minimum experience = 3 years
- 10) Educational certificates (KCPE / KCSE / O' Level / A' Level / College / University)
- 11) Any other certificates / reference letters

Signature of applicant:

Date:

### TERMS - FOR OFFICIAL USE ONLY (DO NOT WRITE BELOW THIS LINE)

Training Allowance :

MON - FRI:

SAT:

W.E.F.:

I accept this offer and understand the stated terms.

Sign:

Name:

Below terms apply after completion of satisfactory training and probation period.

Monthly :

Basic Pay -

Conditions (if any) :

Housing Allowance -

Gross Taxable Salary -