

**COUNCIL OF LEGAL EDUCATION**

**APPLICATION FOR EMPLOYMENT FORM**

**Please complete this form in BLOCK letters as appropriate and submit to the secretary, Council of Legal Education P.O Box** 829-00502 NAIROBI, KENYA or apply On-line via the council’s website [www.cle.or.ke](http://www.cle.or.ke)

1. **Vacancy Applied For**

Vacancy/post………………………………………………………………Vacancy No… ……………………………………………

1. **Personal Details**

Name of the applicant: …………………………………………………………………………………………………….. Title………………………………………

Surname First Name Other Names(s) (Prof/Dr/Mr/Mrs/Miss/Ms/Rev)

Date of Birth……………………………………………………………………………………..Gender: Male Female

Nationality……………………………………………………….Ethnicity……………………..ID No/ Passport No:…………………………………………………………………

Address……………………………………………………………………………………….Postal code…………………………………………………………………………..………………

County ……………………………….…………………………………………Sub County………………………………

Telephone……………………………………………………………………Mobile…………………………………………..Email address…………..…………….………………………………

Alternative contact person………………………………………………………… Telephone………………………………………………………………………………

1. **Other details**

Indicate the language(s) you are proficient in: …………………………………………………………………………………………………………………………………….

Do you suffer from any physical impairment? Yes No

If yes give details ………………………………………………………………………………………………………………………………………………………………………………………

Have you been convicted of any criminal offences or a subject of probation order? Yes No

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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……………………………………

(dd-mm-yyyy)

Have you been interviewed by Council of Legal Education? Yes No.

If Yes, State the post…………………………………………………………………………………………………Interview date……………………………………………….

Do you have any friend/relative employed at Council of Legal Education? Yes  No. 

If yes state their name and type of relation……………………………………………………………………………

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

1. **Academic/professional/technical qualifications (starting with the Highest)**

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| --- | --- | --- | --- | --- | --- | --- |
| **Year** | | **University/ College/ Institution/School** | **Award/ Attainment( e.g Degree, Diploma, certificate)** | **Courses (e.g PhD, Msc. MBA)** | **Specialization(e.g Accounting, Procurement)** | **Class/ Grade** |
| **From** | **To** |  |  |  |  |  |
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1. **Other relevant courses and Training/Registration? Membership to Professional Bodies/ Institution**

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| --- | --- | --- | --- |
| **Year** | **Institution/College** | **Courses** | **Details** |
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1. **Employment Details (starting with the most recent)**

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| --- | --- | --- | --- | --- |
| **Year** | | **Employer’s Name** | **Position/ Rank/Designation** | **Job Group/Gross monthly Salary(Kshs)** |
| **From** | **To** |  |  |  |
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7. Briefly state your current duties, responsibilities and assignment..............................................................................................

**8. Please give details of your abilities, skills and experience, which you consider are relevant to the position applied for. The information may include an outline of your most recent achievements and reasons for applying**

**9. Gross Salary Expectation Ksh……………………………………………**

9. Personal References

The names of distinguished persons should not be used unless they really know you well: the names of relatives or those from whom you send testimonials should not be used. The names of members of the staff of the Council of Legal Education should also not be used.

1. Full Name……………………………………………………………………………………………………………………………………………

Address ………………………………………………………………………………………………………………………………

Telephone No…………………………………….Email Address………………………………………………….…….

Occupation…………………………………………………………………………………………………………………………………………………………….

Period for which he/she has known you……………………………………………………………………………………………………………………………

2. Full Name……………………………………………………………………………………………………………………………………………

Address……………………………………………………………………………………………………………………………………

Telephone No…………………………………….Email Address ……………………………………………………………

Occupation………………………………………………………………………………………………………………………………………………………………………………………………….

Period for which he/she has known you……………………………………………………………………………………………………………………………

3. Full Name……………………………………………………………………………………………………………………………………………

Address……………………………………………………………………………………………………………………………………

Telephone No…………………………………….Email Address ……………………………………………………………

Occupation………………………………………………………………………………………………………………………………………………………………………………………………….

Period for which he/she has known you……………………………………………………………………………………………………………………………

**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………………………………….……………………… …………………………………………………………**

**(dd-mm-yyyy) Signature of the applicant**