Council of Legal Education

APPLICATION FOR EMPLOYMENT FORM

Please complete this form in BLOCK letters as appropriate and submit to the Chairman, Council of Legal Education P.O Box 829-00502 NAIROBI, KENYA.

1. Vacancy Applied For

Vacancy/post……Vacancy No… ……

2. 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……Town…….

Home District…….……Division: ……County……

Telephone……Mobile……..Email address……

Alternative contact person…… Telephone……

3. 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 ☐

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……

(*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)*

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

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					

5. Other relevant courses and Training/Registration? Membership to Professional Bodies/ Institution

Year	Institution/College	Courses	Details

6. Employment Details (starting with the most recent)

Year		Employer's Name	Position/ Rank/Designation	Job Group/Gross Monthly Salary(Kshs)
From	To			

7. Expected Gross Monthly Salary…….

8. Briefly state your current duties, responsibilities and assignment.....

9. **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**

10. 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**