

CR/JA/01

<p>INSTRUCTIONS</p> <p>Please answer each question clearly and completely.</p> <p>TYPE OR PRINT LEGIBLY</p>	 <p>The CRADLE The Children Foundation Promoting Justice for Children- the Future in our hands</p>	<p>Do NOT write in this space</p>
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1-14 PERSONAL HISTORY

1	Position Applied for		8	ID Number	
2	Name		9	Passport Number (if applicable)	
3	Sex		10	Nationality	
4	Date of birth		11	P.O Box Number	
5	Day time landline phone number		12	Postal Code	
6	Mobile number		13	Town/City, Country	
7	Email				

15. KNOWLEDGE OF LANGUAGES

LANGUAGES (please specify)	READ		WRITE		SPEAK		UNDERSTAND	
	Easily	Not easily	Easily	Not easily	Easily	Not easily	Easily	Not easily
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. FOR ADMINISTRATIVE STAFF ONLY

<i>Indicate speed in words per minute</i>	English	Other languages (specify)
Typing		
Shorthand		

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17. LIST ANY OFFICE MACHINES OR EQUIPMENT AND COMPUTER PROGRAMS YOU USE. (*Your proficiency will be tested if invited for an interview*).

Office machines/equipment	
Computer programs	

18. EDUCATION: *Give full details*

A. UNIVERSITY AND COLLEGES or equivalent				
NAME OF INSTITUTE, PLACE & COUNTRY <i>Please give complete address</i>	ATTENDED FROM/TO		DEGREE TITLE	GRADE OBTAINED
	Month/Year	Month/Year		

B. SECONDARY SCHOOLS OR OTHER FORMAL TRAINING				
NAME OF INSTITUTE, PLACE & COUNTRY <i>Please give complete address</i>	ATTENDED FROM/TO		CERTIFICATES OR DIPLOMAS OBTAINED	GRADE OBTAINED
	Month/Year	Month/Year		

19. LIST PROFESSIONAL SOCIETY AND ACTIVITIES IN CIVIC OR PUBLIC AFFAIRS.

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20. LIST ANY SIGNIFICANT PUBLICATION YOU HAVE WRITTEN (DO NOT ATTACH)

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21. EMPLOYMENT RECORD

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Starting with your present post, list in REVERSE ORDER every employment you have had. If you need more space, attach additional pages of the same size.

A. PRESENT POST (LAST POST, IF NOT PRESENTLY EMPLOYED			
FROM Month/Year	TO Month/Year	GROSS SALARY (before tax)	EXACT TITLE OF YOUR POST
Name of your employer		Type of business	
Address of your employer		Number and kind of employees supervised by you	
Phone number of your employer		Reason for leaving	

DESCRIPTION OF YOUR DUTIES

B. PREVIOUS POSTS			
FROM Month/Year	TO Month/Year	GROSS SALARY (before tax)	EXACT TITLE OF YOUR POST
Name of your employer		Type of business	
Address of your employer		Number and kind of employees supervised by you.	
Phone number of your employer		Reason for leaving	

DESCRIPTION OF YOUR DUTIES

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FROM Month/Year	TO Month/Year	GROSS SALARY (before tax)	EXACT TITLE OF YOUR POST
Name of your employer		Type of business	
Address of your employer		Number and kind of employees supervised by you	
Phone number of your employer		Reason for leaving	
DESCRIPTION OF YOUR DUTIES			
FROM Month/Year	TO Month/Year	GROSS SALARY (before tax)	EXACT TITLE OF YOUR POST
Name of your employer		Type of business	
Address of your employer		Number and kind of employees supervised by you	
Phone number of your employer		Reason for leaving	
DESCRIPTION OF YOUR DUTIES			

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22. HAVE YOU ANY OBJECTIONS TO OUR MAKING ENQUIRIES TO YOUR PRESENT EMPLOYER IF TAKEN FOR THIS POSITION? YES NO

23. REFERENCES.

<i>List THREE persons not related to you, who are familiar with your character, qualifications and work.</i>			
Full Name	Email address	Mobile Number	Business or Occupation

24. OTHER INFORMATION

State any other relevant facts which are applicable for this position	
List your hobbies and interests outside work	
If you are not a Kenyan citizen, do you have a valid work permit	<input type="checkbox"/> YES <input type="checkbox"/> NO Work permit class: Expiry Date:
Do you hold a valid Kenya driving license?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations?)	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give full particulars of each case in an attached statement.

25. I certify that the statements made by me in answer by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any

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misrepresentation or material omission made on this form or other document requested by The CRADLE render a staff member liable to termination or dismissal.

Date (Day/Month/Year):

Signature:

If called for interview, you will be requested to supply documentary evidence which supports the statements you have made above. Do not however send any documentary evidence until you have been asked to do so by The CRADLE.