



## PUBLIC PROCUREMENT OVERSIGHT AUTHORITY

### APPLICATION FOR EMPLOYMENT FORM

Please complete this form in block letters as appropriate and submit together with your detailed CV and testimonials to the Director General, Public Procurement Oversight Authority, P.O. Box 58535-00200 Nairobi, KENYA

#### 1. Position Applied for

Vacancy/Position.....Ref.....

#### 2. Personal Details

Name of the applicant.....Title.....

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

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

(dd-mm-yyyy)

Nationality:.....ID/Passport No:.....Employment/P No:.....

Address:.....Postal Code:.....

Home District:.....Division:.....Constituency:.....

Telephone:.....Mobile:.....E-Mail Address:.....

Alternative Contact Person:.....Telephone:.....

#### 3. Applicants in the Public Service Only

Ministry/Department/Local Authority/Other Public Institutions:.....

Work Station:.....

Present Substantive Post:.....Job Group:.....Effective Date:.....

(dd-mm-yy)

Terms of Service:  Permanent & Pensionable  Contract  Temporary

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Telephone: +254(020) 3244000, 2213106, 2213107  
Fax: +254(020) 2213105, 3244377, 3244277  
E-mail: [info@ppoa.go.ke](mailto:info@ppoa.go.ke)  
Website: [www.ppoa.go.ke](http://www.ppoa.go.ke)

**4. Applicants in Private/NGO/Other Sectors – Current appointment Information**

Current employer:.....Position held:.....  
 Current position appointment date:..... Salary (Monthly) Ksh.....

**5. 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 ever 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, state reason(s) for dismissal/removal.....effective date.....

(dd-mm-yy)

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

**6. Academic/Professional/Technical Qualification(Starting with the Highest)**

Year		University/College/Institution/school	Award/Attainment (e.g. Degree, Diploma, Certificate)	Courses (e.g. PhD, Msc., BA)	Subject (Economics, Math e.t.c)	Class/Grade
From	To					

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**7. Other Relevant Courses and Training/Registration/Membership to Professional Bodies/Institution**

Year	Institution/College	Courses	Details

**8. Employment Details (starting with the most recent)**

Year		Employer's Name	Position/Rank/Designation	Job Group/Gross Monthly Salary(Ksh.)	Reason for leaving
From	To				

9. Briefly state your current duties, responsibilities and assignments

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10. Please give the 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 your reason for applying (please ensure that you attach a comprehensive list all performance achievements in PPOA, among others)

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**11. Personal References**

*The names of distinguished persons should not be used unless they know you well; the names of relatives or of those from whom you send testimonials should not be used. **The names of members of the board or staff of the Public procurement oversight authority should also not be used.** (Personal references should include one from your 2 immediate previous employers)*

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)

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Signature of the Applicant