



JUDICIAL SERVICE COMMISSION

APPLICATION FOR EMPLOYMENT



INSTRUCTIONS FOR APPLICANTS

1. It is a serious offence under the Penal Code and other Statutes to willfully give false information on this form.
2. All sections of this form must be completed by all applicants.
3. Do not apply for any post unless you possess all the qualifications given in the advertisement.
4. Upload soft copies of your academic/ professional Certificates or testimonials.
5. **If you are invited to an interview**, bring the originals of your testimonials and certificates with you, but make sure that they are returned to you before you leave.
6. **Shortlisted candidates** will be required to submit valid copies of clearance certificates from the following bodies during the interview: - Kenya Revenue Authority, Higher Education Loans Board, Directorate of Criminal Investigation, Ethics and Anti-Corruption Commission, A recognized Credit Reference Bureau; and Clearance from relevant professional body.

PART I: VACANCY DETAILS

A. VACANCY DETAILS

Position Applied for	
Vacancy Number	

PART II: APPLICANT'S BIO DATA

B. PERSONAL DETAILS

Title	Mr	Ms	Mrs	Dr	Prof	Other	
Name	Surname			Other Names			
Date of Birth (dd-mm-yyyy)				Age			
Gender	Male			Female		Other	
Nationality				ID No. (Kenyans)			
Home County (Kenyans)				Ethnicity (Kenyans)			
Passport Details	Passport Number			Date of Issue (dd-mm-yyyy)		Date of Expiry (dd-mm-yyyy)	
Entry Permit (Non-Kenyans Living in Kenya)	Permit No.			Date Issued (dd-mm-yyyy)		Validity Period (dd-mm-yyyy)	
Marital Status							
Languages written and spoken							
Do you have any disability?				Yes		No	
If yes, give details							
NCPWD Certificate No. /Equivalent							

**C. PRESENT ADDRESS**

Postal Address	P. O. Box No.	Code	Town
Physical Address			
Phone Number	Primary Mobile No.	Alternative No.	
E-mail Address			

D. CURRENT EMPLOYMENT DETAILS (where applicable)

Current Employer					
Sector of Employment	Public	Private	Academia	Corporate	Others (Specify)
Substantive Post					
Employment No.				Job Group/ Grade	
Effective Date of Employment (dd-mm-yyyy)					
Terms of Service	Pensionable	Contract	Others (specify)		
Current Gross Salary (KShs.)				Expected Salary (KShs.)	

PART III: ACADEMIC AND PROFESSIONAL QUALIFICATIONS**E. ACADEMIC QUALIFICATIONS (Starting with The Highest)**

Qualification (e.g. PhD, Masters, Bachelors, KCSE)	Area of Specialization (e.g. Law, Sociology)	Grade/Class	University /High School	From (dd-mm-yyyy)	To (dd-mm-yyyy)

F. PROFESSIONAL/TECHNICAL QUALIFICATIONS/CERTIFICATIONS RELEVANT TO THE POST (Starting with the Highest)

Qualification (e.g. Higher Diploma)	Area of Specialization (e.g. Law, HRM)	Grade/Class	Institution	From (dd-mm-yyyy)	To (dd-mm-yyyy)


G. REGISTRATION/MEMBERSHIP TO PROFESSIONAL BODIES (Where applicable)

Professional Body (e.g. LSK, ICPAK)	Membership or Registration No.	Date of Admission	Membership Type (e.g. Associate, Full)	Status (Active/In active)

H. RELEVANT COURSES AND TRAININGS ATTENDED LASTING NOT LESS THAN ONE (1) WEEK (starting with the latest excluding Certificate of Participation and Attendance)

Name of the Course	University/College/Institution	Duration	
		From (dd-mm-yyyy)	From (dd-mm-yyyy)

I. EMPLOYMENT DETAILS - WHERE APPLICABLE (Starting with the Current or Most Recent)

Position	Institution	Employment Sector (e.g. Public, Private, Corporate, Academia)	Start date (dd-mm-yyyy)	End date (dd-mm-yyyy)	Period (e.g. 9 Years, 2 Months, 5 Days)



PART IV: OTHER PERSONAL DETAILS

Have you ever been convicted of, or cautioned for, any criminal offence or are any other proceedings pending against you?	YES	NO
If Yes, Please Give Details of the case and any penalty for each offence		

Have you ever been dismissed or otherwise removed from the Judicial service, Public Service or other engagement?	YES	NO
If Yes, Please Give Details		

NOTE: The fact of an applicant declaring that he/she has been convicted of an offence or has been removed from employment will not necessarily debar him/her from employment in the Judicial Service. Each case will be considered on its merits having regard to the nature and the circumstances of the offence.

J. OTHER ATTACHMENTS

Use this checklist to confirm that you have attached all documents that are required.

Application Letter		Passport Photo	
Curriculum Vitae		National ID/Other Legal Identification Document	
Testimonials		Certificate of Admission to the Roll of Advocates (Where Applicable)	
Titles of Sample Writings (Where Applicable)	1.		
	2.		
	3.		
	4.		
	5.		

FINAL DECLARATION & SIGNATURE

I certify that the particulars given on this form are correct and understand that any incorrect/misleading information may lead to disqualification/ legal action

Date (dd-mm-yyyy)	Signature of Applicant (Upload scanned signature)



PART V: CONFIDENTIAL REPORT (For Public Officers)

To be completed only by the applicant's Head of Department/Supervisor.

- a. I **consider*/do not consider*** that the applicant is qualified in terms of the advertisement.
- b. I **recommend*/do not recommend*** him/her for the vacancy.
- c. My reasons are as follows (to be completed in all cases):-



NOTE: *Delete the word that does not apply

DECLARATION BY HEAD OF DEPARTMENT/SUPERVISOR

I certify that to the best of my knowledge, the particulars in this form are correct.

Name			
Designation			
Department/Ministry			
Date (dd-mm-yyyy)	Signature		