

**REPUBLIC OF KENYA**



**PARLIAMENTARY SERVICE COMMISSION**

**JOB APPLICATION FORM (FORM PSC/SRC/MBR/2022)**

**POSITION OF PARLIAMENTARY SERVICE COMMISSION NOMINEE TO  
THE SALARIES & REMUNERATION COMMISSION**

**(Article 230(2)(b) of the Constitution and sections 6 and 7 of the Salaries and  
Remuneration Act, No. 10 of 2011)**

***Before completing this Form, please read the following notes:***

- (a) Please make sure that you complete all sections of this Form.
  - (b) It is an offence to willfully give false information on this Form.
  - (c) Do not apply for the position unless you meet all the requirements in the advertisement.
  - (d) Do not enclose originals of your testimonials or certificates, instead, please send certified copies where required. No responsibility can be accepted by the Parliamentary Service Commission for the custody of original documents, unless a specific request has been made for their production.
  - (e) If you are invited to an interview, please bring the originals of your testimonials and certificates with you, including your national Identity Card, but make sure that they are returned to you before you leave the interview room.
  - (f) If the space provided in any of the sections in this Form is insufficient, please attach a separate sheet and indicate accordingly.
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**SECTION I - BIO-DATA**

1. Name of applicant: ..... Title: .....  
(e.g. Prof/Dr/Mr/Mrs/Miss/Ms/Rev)
2. Date of Birth: ..... Place of Birth .....(County)  
(dd-mm-yyyy)
3. Gender: Male ☐ Female ☐
4. Nationality..... ID/Passport No.....
5. Indicate the nature of your citizenship (*birth/registration/naturalization*) .....
6. County.....Constituency.....Ward .....
7. Postal Address: ..... Postal Code: ..... Town: .....
8. Telephone: .....Mobile: .....E-mail: .....
9. Alternative contact person:.....Telephone:.....
10. Indicate all the languages that you can read, write or speak proficiently.  
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11. What is your current employment/occupation (if any)?  
Job Title/Position/Designation .....
- Name and address of Employer: .....  
.....
12. Do you have any impairment / disability?  
No ☐ Yes ☐

If 'Yes', please give details and attach certificate from the National Council for Persons with Disabilities

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**SECTION II - ACADEMIC/ TECHNICAL QUALIFICATIONS**

13. List your Academic/Professional/Technical qualifications for Courses and Training attended (starting with the highest)

(a) Qualification (Degree, Diploma or Certificate)

.....  
Level (Doctorate, Masters, Bachelors, etc.)

.....  
Class (if any) (First Class, Upper Second, Lower Second, etc.)

.....  
Year obtained.

.....  
Awarding Institution/ College/University/School

(b) Qualification (Degree, Diploma or Certificate)

.....  
Level (Doctorate, Masters, Bachelors, etc.)

.....  
Class (if any) (First Class, Upper Second, Lower Second, etc.)

.....  
Year obtained.

.....  
Awarding Institution/ College/University/School

(c) Qualification (Degree, Diploma or Certificate)

.....  
Level (Doctorate, Masters, Bachelors, etc.)

.....  
Class (if any) (First Class, Upper Second, Lower Second, etc.)

.....  
Year obtained.

.....  
Awarding Institution/ College/University/School

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14. List other courses you have attended in the last five (5) years.

Course attended	Year attended	Institution
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**SECTION III – PROFESSIONAL QUALIFICATIONS/EXPERIENCE**

15. Briefly outline your professional qualifications/experience.

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16. Briefly explain how your academic and professional qualifications/experience make you suitable for this position?

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17. Are you a member of any professional body? If Yes, indicate your membership status to professional bodies. Provide Professional Registration/Membership details (Year Registered; registering body) e.g. Full member; Membership No. 20; 1993; Law Society of Kenya.

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18. Give details of your employment history starting with current employment, if any-

Job title /Rank <i>(start with current)</i>	Employer	Period <i>(From – To)</i>	Summary of Main duties/responsibilities
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**SECTION IV – HONOURS, AWARDS AND OUTSTANDING ACHIEVEMENTS**

19. Have you received any honours or awards, whether national (e.g. EBS, HSC) or international, or have you had any outstanding achievement that you would like to bring to the attention of the Parliamentary Service Commission?

No ☐ Yes ☐

If yes, please give details/evidence and attach copies of any relevant certificates.

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**SECTION V – INTEGRITY**

The Parliamentary Service Commission is guided by the Constitution and other relevant laws to appoint persons of good character and integrity.

*Please read the following guidelines carefully before completing this section.*

- (a) *It is essential that you answer all the following questions fully.*
- (b) *You are required to declare all matters whether or not these have been declared in a previous application or to any other body.*
- (c) *Where you have answered yes, please include any mitigating information you would like the Parliamentary Service Commission to take into account when considering your application.*
- (d) *If you are in any doubt, please include all relevant information. This is a continuing responsibility throughout the process for any matter that may arise, up to the point of appointment.*

20. Have you ever been convicted of or cautioned for any criminal offence in Kenya or elsewhere or are any criminal proceedings pending against you?

No ☐ Yes ☐

If yes, please give particulars of the case and the penalty (if any) for each such offence:

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23. In respect of any matter involving you personally or under your supervision, please provide details of any findings made or allegations pending, of professional misconduct brought against you by-
- (a) your client/any member of the public;
  - (b) your professional body; or
  - (c) any other lawful authority or body.

If yes, please provide details –

Date(s)

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Details

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24. Is there any additional information which should be brought to the attention of the Parliamentary Service Commission which might call into question your eligibility or suitability for this position?
- No    ☐                      Yes    ☐

If yes, please provide details-

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25. Give the names and addresses of three (3) referees. They should be responsible persons who know you well, either in private life or in business: and one at least should be well acquainted with you in private life. The names of distinguished persons should not be given unless they really know you well and they have consented. The names of relatives or of those from whom you send testimonials should not be given; nor should the names of Members of the Parliamentary Service Commission.

(a) Name.....

Address.....

Occupation.....

Period during which he/she has known you.....

In what capacity has the person known you?.....

(b) Name.....

Address.....

Occupation.....

Period during which he/she has known you.....

In what capacity has the person known you?.....

(c) Name.....

Address.....

Occupation.....

Period during which he/she has known you.....

In what capacity has the person known you?.....

26. Are you related in any way to any Member of the Parliamentary Service Commission? If so, please give details below:

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27. Final declaration

I declare that:

- (i) The information I have given on this Application Form is true to the best of my knowledge and belief;
- (ii) I have read and understood the notes at the beginning of the Application Form and guidelines under Section V of the Form;
- (iii) I understand that any incorrect information may lead to disqualification/legal action; and
- (iv) If I am completing this Application Form electronically, that the electronic signature I have provided is intended to be my signature.

Full Names of applicant: .....

Signature of applicant: ..... Date: .....

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