REPUBLIC OF KENYA



PARLIAMENTARY SERVICE COMMISSION

JOB APPLICATION FORM (FORM 1J)

This Form can be downloaded from the Internet at www.parliament.go.ke. It may also be obtained **free of charge** from the Parliamentary Service Commission reception desk at the Ground Floor, County Hall, Parliament Buildings, Nairobi, during office hours.

Before completing this form, please read the following notes-

(a) Please make sure you have completed all sections of this document. It is an offence to willfully give false information on this form.

(b) Please do not apply for any position unless you possess all the qualifications given in the job advertisement.

(c) Complete this Form in BLOCK CAPITAL letters for all job applications to the Parliamentary Service Commission and send with all other required documents in accordance with the instructions in the job advertisement to -

Clerk of the Senate/Secretary,
Parliamentary Service Commission,
1st Floor, Main Parliament Buildings,
P.O. Box 41842 – 00100
NAIROBI, KENYA.

(d) If submitted electronically, please send your fully completed application form as PDF file attachment to applications@parliament.go.ke.

(e) For hand delivered applications, please drop the completed application form at the Commission reception desk at the Ground Floor, County Hall, Parliament Buildings, Nairobi, during office hours.

(f) Do not enclose originals of your testimonials or certificates, instead send certified copies if required. No responsibility will be accepted by the Parliamentary Service Commission for the custody of original documents, unless a specific request has been made for their production.

(g) 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.

(h) If the space provided in any of the sections is insufficient, please attach a separate sheet and indicate accordingly.

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PRELIMINARY

POSITION ADVERTISED: ……

VACANCY NO.: ……

DATE ADVERTISED: ……

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 languages you can read, write and speak proficiently.

    ……
11. What is your current employment/occupation (if any)?

    Job Title/Position/Designation:……

    Name and address of Employer: ……

    ……
12. What is your current gross monthly salary (if any)? ……..
13. Do you suffer from any impairment / disability?

Parliamentary Service Commission

No ☐ Yes ☐

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

……...…….

……

14. If your application is successful, when would you be available to take up this position?

……

SECTION II - ACADEMIC/PROFESSIONAL/TECHNICAL QUALIFICATIONS

15. List your Academic/Professional/Technical qualifications for Courses and Training attended in the table below;

Qualification	**Title of the degree /diploma /certificate e.g Bachelor of Economics**	**Awarding Institution**	**Year Obtained**
Doctorate Degree *(if any)*			
Masters Degree *(if any)*			
Bachelor's Degree *(if any)*			
Diploma *(if any)*			
Certificate *(if any)*			

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

Course attended	**Year attended**	**Institution**
……	……	……..
……	……	……..
……	……	……..
……	……	……..

Parliamentary Service Commission

17. List your Kenya Certificate of Secondary Education (KCSE) qualification or its equivalent in the table below:

KCSE (or its equivalent) Details	
School Attended	
KCSE Mean Grade	
Year Obtained	
KSCE grade in English	
KCSE grade in Kiswahili	
KCSE grade in Mathematics	

18. Briefly explain how your qualifications/experience make you suitable for this position?

……

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19. Are you a member of any professional body? If yes, indicate your membership status to professional bodies in the table below;

Membership to Professional Body details	
Name of professional body	
Year registered	
Membership Number	

Parliamentary Service Commission

20. Give details of your employment history starting with current employment

Job title /Rank *(start with current)*	**Employer**	**Period** *(From – To)*	**Summary of Main duties/responsibilities**
……	……	……	……
……	……	……	……
……	……	……	……
……	……	……	……
……	……	……	……
……	……	……	……

21. Do you have experience of working in a Legislature, either at the National level or County level?

No ☐ Yes ☐

If '**YES**', please state:

The Legislature: ……

The position: ……

The years of experience: ……..

SECTION III - SPECIAL SKILLS/OUTSTANDING ACHIEVEMENTS

The Parliamentary Service Commission recognizes talent and values individuals who have special skills in sports, art, literature, music, etc. The Commission also values individuals who have brought glory and honour to Kenya in various disciplines. Possession of such skills or being such an individual will confer an added advantage to an applicant.

22. Do you possess any special or outstanding skills as described above? No ☐ Yes ☐

If yes, please give details/evidence. If the skills are in sports, please detail the level achieved. It is in your interest to be as clear and specific as possible. If necessary, attach copies of any relevant certificates.

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Parliamentary Service Commission

SECTION IV - INTEGRITY

The Parliamentary Service Commission is required by law to facilitate appointment of persons of good character. The Commission is guided by the Constitution and other relevant laws in matters relating to public officers' 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) Please include comparable information for all jurisdictions relevant to you and your work.
(d) Where you have answered yes, please include any mitigating information you would like the Commission to take into account when considering your application.
(e) 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.

23. 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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……

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24. Have you ever been dismissed or otherwise removed from any employment or any Board, Council, Trusteeship or any other engagement? No ☐ Yes ☐

If **yes**, please provide details-

……

……

……

25. Have you ever had an action brought against you for professional malpractice and/or negligence,

Parliamentary Service Commission

without the matter being dismissed, or are any such proceedings pending against you?

No ☐ Yes ☐

If yes, please provide details –

Date(s)

……

……

Details

……

……

26. 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
(c) Any other lawful authority or body

If yes, please provide details –

Date(s)

……

……

Details

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Parliamentary Service Commission

27. Is there any additional information which should be brought to the attention of 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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……

28. 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 Parliament, members or staff 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……

Parliamentary Service Commission

Address…..……

Occupation……

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

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

29. Are you related in any way to any Member of Parliament, member or staffer of the Parliamentary Service Commission? If so, please give details below:

……

……

……

30. 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 IV 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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