

ST. PAUL'S UNIVERSITY
Private Bag- 00217 Limuru, Kenya
Tel: 0202020510; 0728669000; 0736424440
recruit@spu.ac.ke

JOB APPLICATION FORM

CONFIDENTIAL

PLEASE READ THESE INSTRUCTIONS CAREFULLY

1. Do not leave any item blank. If it is not applicable to you, indicate "N/A."
2. False particulars or willful suppression of material facts will render you liable to disqualification, or, if appointed, to termination and/or appropriate legal proceedings.
3. The University will not enter into correspondence with regard to the reasons for non-selection of candidates.

POSITION APPLIED FOR: _____

PERSONAL DETAILS

| | |
|--|--|
| Name: <div style="display: flex; justify-content: space-around; font-size: small;"> <i>Surname</i> <i>Middle</i> <i>First</i> </div> | Current employer: Current salary: When can you report if successful |
| ID/Passport No.: | Date of birth: <input type="text"/> <input type="text"/> <input type="text"/> <div style="display: flex; justify-content: space-around; font-size: small;"> DD MM YY </div> |
| Gender: <input type="checkbox"/> <input type="checkbox"/> <div style="display: flex; justify-content: space-around; font-size: small;"> M F </div> | Marital Status: |
| Contacts: Postal: Tel: email: | |

EDUCATIONAL HISTORY

INSTITUTIONS ATTENDED AND QUALIFICATIONS OBTAINED

Start with the latest institution attended and include both academic and professional qualifications.

| YEAR | | INSTITUTION | QUALIFICATION (Degrees, Diplomas, certificates) |
|-------------------------|-------------------------|-------------|---|
| FROM (when enrolled) | TO (Year of graduation) | | |
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I consent that the data provided in this form be processed in accordance with the Data Protection Act No. 24 of 2019, the Data Protection (General) Regulations, 2021, and associated legislation.

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Publications/Innovations (where applicable, beginning with the most recent. Additional paper may be used)

| Author(s) | Title of publications and/or innovations | Publisher | Year of publication |
|-----------|--|-----------|---------------------|
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| EMPLOYMENT HISTORY |
|---------------------------|

Starting with your current or last employer provide as much details as possible. Indicate any name change or any employer you do not wish us to contact)

| YEAR FROM – TO | EMPLOYER | SUPERVISOR'S NAME & TITLE | POSITION HELD | RESPONSIBILITIES | REASON FOR LEAVING |
|----------------|----------|---------------------------|---------------|------------------|--------------------|
| | | | | | |
| | | | | | |
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REFEREES

Please list three persons who are familiar with your character, work and qualifications in light of this position (not family members)

| NAME | ADDRESS/ TELEPHONE | E-MAIL | POSITION/ TITLE |
|------|--------------------|--------|-----------------|
| | | | |
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Spiritual Life Information

1. What is your religious affiliation? (Christian, Muslim, Hindu, none, etc) _____
2. If a Christian, are you presently attending church? Yes () No ()

If Yes, give the name and address of the Church _____

What is your Pastor's name? _____

Are you involved at your church in any capacity? (Explain briefly) _____

When did you accept Christ as Lord and Savior? (Explain briefly) _____

Briefly state your personal ministry goals _____

DECLARATION

I hereby declare that the information given is correct to the best of my knowledge and belief, and that I have not withheld any information which might reasonably be calculated to adversely affect my suitability for employment.

I understand that if at any time the University discovers any false statement, omission, misinterpretation or adverse medical or health condition it may lead to the withdrawal of the offer of employment or termination of employment.

DATE OF APPLICATION: _____

SIGNATURE: _____