VACANCY NO: .....

SIAYA NATIONAL POLYTECHNIC

P.O. BOX 1087 - 40600, SIAYA.

The details of the advertised posts can be accessed from the Polytechnic's website **www.siayapolytechnic.ac.ke/careers.** Interested qualified persons are requested to download this fillable PDF application form, complete all sections of this form as appropriate in **BLOCK** letters and submit together with academic certificates and professional testimonials via email to recruitment@siayapolytechnic.ac.ke so as to reach the Chief Principal/Secretary to the Governing Council on or before Monday, 29th December, 2025 by 5 pm.

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1. Vacancy Applied For

Vacancy/Post: …….....Vacancy No:……....

Ministry:…….....……..... Department:……....……..…….....

2. Personal Details of the Applicant

Name: …….....……..……..…..……..… …… ..... Title:……
(Surname) First Name Other Name(s): (Prof/Dr/Mr/Mrs/Miss/Ms/Rev)

Date of Birth..... ID No:…….. PIN.NO. .....Gender: Male ☐ Female ☐
(dd-mm-yyyy)

Nationality:…….....Ethnicity ..... Home County:…….....

Sub County .....Constituency:..... .....

Postal Address:…… Code:…….. Town/City: …….....

Telephone No:……Mobile No:……E-mail address:…….....…….…….…….....

Name of alternative contact person:…….…….....Telephone No:…….....

Are you living with a disability? Yes ☐ No ☐

If yes, give;
(i) Details/Nature of Disability:……...…….....

(ii) Details of Registration with the National Council for People with Disabilities (Registration No. and date).....

3. Current Employer (where applicable)

Ministry/State Department/ County/Other Public Institutions:……...…… .....Station:…….….....

Personal/Employment No:…….….…… Present Substantive Post:…….....

Job group/Scale/Grade:……..... Date of Current Appointment (dd-mm-yyyy).....…….....

Upgraded post (where applicable):……effective date of current appointment:…….....
(dd-mm-yyyy)

On Secondment (where applicable):Organisation:..... Designation:.....Job Group/Grade:.....

Terms of Service: ☐ Permanent & Pensionable ☐ Contract Other, Please specify:.....

Gross Salary (monthly) Ksh.……

5. Other Personal Details

Have you ever been convicted of any criminal offence or a subject of probation order? Yes ☐ No ☐

If Yes, state nature of offence, the year and duration of conviction .....

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Have you ever been dismissed or otherwise removed from employment? Yes ☐ No ☐

If Yes, State reason (s) for dismissal/removal……..…….…effective date……
(dd-mm-yyyy)

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

6 Academic Qualifications. (Starting with the Highest)

Year		University/ High School	Award/Attainment (e.g. Masters, Bachelors, Degree, KCSE)	Course/Programme (e.g. PhD, MSc, BA, O'Level)	Specialization/Subject (e. g Econ, Maths, Sociology e.t.c)	Class/Grade
From	To					

7 Professional/Technical Qualifications/Certifications Relevant to the post. (Starting with the Highest)

Year		Institution	Award/Attainment (e.g. Higher Diploma, Diploma, Certificate)	Specialization/Subject (e. g Human Resource, Engineering, Counselling e.t.c)	Class/Grade
From	To				

8 Relevant Courses and Training attended Lasting not Less than One (1) Week

Year	University/College/Institution	Name of Course	Details and duration

Current Registration/Membership to Professional Bodies

Professional Body	Membership/Registration No.	Membership type (e.g. Associate, Full etc)	Date of Renewal

Employment Details - where applicable (*starting with the current or most recent*)

Year		Designation/ Position	Job Group/Grade /Scale Gross Monthly Salary (Ksh.)	Ministry/State Department/ Institution/ Organization
From (dd-mm-yyyy)	To (dd-mm-yyyy)			

11. Briefly state your current duties, responsibilities and assignments (if any)

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12. Please give details of your abilities, skills and experience which you consider relevant to the position applied for. This information may include an outline of your most recent achievements and your reasons for applying for this post.

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Referees (people who have interacted with you professionally)

1. Full Name:……...……...

Occupation:……...……

Address:……Post Code:……...City/Town: …….....

Mobile No:…… E-mail address:…….....

Period for which the referee has known you:……..…….....

2. Full Name:……..……...

Occupation:……...……..……

Address:……..... Post Code:…….....City/Town: ……....

Mobile No:……..... E-mail address:…….....

Period for which the referee has known you:……..…….....

13. Declaration

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

Date: ……. ……..
(dd-mm-yyyy) Signature of the Applicant