



REFMAC SIGNS

Inovation & Creative Design

APPLICATON FOR EMPLOYMENT

Please fill this form and e-mail at jobs@refmacsigns.co.ke

Attach Your CV, Academic Certificates, Application Letter, Recommendation letters and any other relevant documents

PERSONAL PARTICULARS

SURNAME: _____ OTHER NAMES: _____

DATE OF BIRTH: _____ PLACE: _____ SEX: _____

NATIONALITY: _____ RELIGION: _____

PRESENT ADDRESS: _____ TELEPHONE: _____

RESIDENTIAL ADDRESS: _____ TELEPHONE: _____

PERMANENT ADDRESS: _____ TELEPHONE: _____

HOW LONG HAVE YOU RESIDED IN THIS COUNTRY (IF EXPATRIATE) _____

MARITAL STATUS: _____

HUSBAND'S OR WIFE'S FULL NAME: _____

ADDRESS: _____

OCCUPATION: _____

IN CASE OF EMERGENCY NOTIFY: _____

ADDRESS: _____ TELEPHONE: _____

NEXT OF KIN: _____ RELATIONSHIP: _____

ADDRESS: _____ TELEPHONE: _____

NAME	DATE OF BIRTH	SEX
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PASSPORT/ ID CARD NO: _____ DATE OF ISSUE: _____ PLACE: _____

DRIVING LICENCE NO: _____ DATE OF ISSUE: _____ PLACE: _____

NSSF CARD NO: _____ DATE OF ISSUE: _____ PLACE: _____

NHIF CARD NO: _____ DATE OF ISSUE: _____ PLACE: _____

HAVE YOU EVER SUFFERED ANY SERIOUS ILLNESS OR DISEASES?

IF, SO EXPLAIN BRIEFLY: _____

NAME AND ADDRESS OF YOUR DOCTOR: _____

HAVE YOU BEEN CHARGED OF CRIMINAL OFFENCE? _____

IF, SO GIVE FULL PARTICULARS: _____

WHAT IS YOUR MOTHER? _____

OTHER LANGUAGES

ABLE TO SPEAK

ABLE TO WRITE

ABLE TO READ

EDUCATIONAL QUALIFICATIONS :

NAMES OF SCHOOLS, COLLEGES AND UNIVERSITY ATTENDED

YEAR FROM TO

NAMES

QUALIFICATIONS OBTAINED

COMMERCIAL /TECHNICAL / PROFESSIONAL QUALIFICATIONS:

YEAR TO	FROM	NAME OF INSTITUTE	COURSE TAKEN	QUALIFICATION
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PREVIOUS AND PRESENT EMPLOYMENT (LIST PRESENT JOB LAST)

YEAR FOR TO-FROM	EMPLOYER	POSITION HELD	BASIC SALARY STARTING-ENDING	REASONS LEAVING
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

POSITION APPLIED FOR: _____
SALARY EXPECTED: _____ WHEN YOU CAN JOIN: _____
WHAT OCCUPATION LEVEL DO YOU EVENTUALLY HO PE TO REACH? _____

ANY OTHER INFORMATION YOU MAY W ISH TO GIVE IN SUPPORT OF YOUR APPLICATION ANALYSING, YOUR BACKGROUND, EXPERIENCE AND KNOWLEDGE:

SPECIAL INTEREST:

SPORTS: _____
HOBBIES: _____
OTHERS: _____

PERSONAL REFERENCES:

PLEASE LIST TWO OR THREE PERSONS NOT RELATIVES BUT PREFERABLY FORMER EMPLOYEES WHO ARE FAMILIAR WITH YOUR CHARACTER AND QUALIFICATIONS

FULL NAME AND ADDRESS

OCCUPAT ION

I HEREBY CERTIFY THAT THE ANSWERS GIVEN BY ME TO THE FOREGOING QUESTIONS ARE TRUE AND CORRECT. I ALSO UNDERSTAND AND AGREE THAT IF AT ANY TIME DURING MY EMPLOYMENT IT IS EVER REVEALED THAT ANY OF THE INFORMATION GIVEN BY ME IN THIS APPLICATION FORM IS FALSE THE COMPANY HAS THE RIGHT TO TERMINATE MY SERVICES WITHOUT NOTICE.

DATE OF APPLICATION : _____ SIGNATURE OF APPLICANT: _____

Thank you for applying to Refmac Signs. One of our HR representatives will be reaching out to you once you email us: -

Please fill this form and e-mail it to
jobs@refmacsigns.co.ke