



JOB APPLICATION FORM

INSTRUCTIONS

Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. **Read carefully and follow all directions.**

1. POSITION APPLIED FOR	2. JOB/ADVERT REF
3. Name: First name: _____ Middle Name: _____ Surname: _____	
4. Nationality: _____	6. Postal Address: _____
5. National Identity number (ID No.) _____	7. Telephone contacts: _____
	8. E-mail: _____

SMEP MFB Vision Statement: *We aspire to be Christ-centered provider of financial solutions that transform lives.*

SMEP MFB Mission Statement: *To empower families in Kenya's underserved communities with impactful financial solutions as we live and proclaim the gospel of Jesus Christ.*

9. I am willing to live out, promote & fulfil the Mission & Vision of SMEP - Yes **No**

10. EDUCATION, PROFESSIONAL AND TECHNICAL TRAINING - Give full details. Please give exact titles of degrees/certificates in original language, do not translate or equate to other degrees/certificates.

NB: Indicate programmes you are currently undertaking and possible date of completion.

INSTITUTION(NAME,COUNTRY AND COMPLETE ADDRESS)	ATTENDED FROM/TO		EXAMS TAKEN	EXAMINING BODY	QUALIFICATION OBTAINED (including actual grades attained)
	Month/Year	Month/Year			

11. LIST ANY PROFESSIONAL/SOCIETIES AND ACTIVITIES IN CIVIC,PUBLIC OR INTERNATIONAL AFFAIRS YOU ARE ENGAGED IN.

12. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (DONOT ATTACH)

Proverbs 3: 5-6 'Trust in the Lord with all your heart and do not lean on your own understanding. In all your ways acknowledge him, and He will make straight your paths'.

13. **EMPLOYMENT RECORD:** Starting with your present post, list in **REVERSE ORDER** every employment you have had. Use a separate block for each post. If you need more space, attach additional pages of the same size. Give both basic and gross per month.

A. PRESENT POST (*LAST POST, IF NOT PRESENTLY IN EMPLOYMENT*)

FROM		TO		SALARY PER MONTH		EXACT TITLE OF YOUR POST:
MONTH/YEAR		MONTH/YEAR		BASIC	GROSS	
NAME OF EMPLOYER:		ADDRESS OF EMPLOYER:		TYPE OF BUSINESS		NAME OF SUPERVISOR
NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: _____						
REASON FOR LEAVING: _____						

DESCRIPTION OF YOUR

B. PREVIOUS POSTS (IN REVERSE ORDER)

1. FROM		TO		SALARY PER MONTH		EXACT TITLE OF YOUR POST:
MONTH/YEAR		MONTH/YEAR		BASIC	GROSS	
NAME OF EMPLOYER:		ADDRESS OF EMPLOYER:		TYPE OF BUSINESS		NAME OF SUPERVISOR
NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: _____						
REASON FOR LEAVING: _____						

DESCRIPTION OF YOUR

2. FROM		TO		SALARY PER MONTH		EXACT TITLE OF YOUR POST:
MONTH/YEAR		MONTH/YEAR		BASIC	GROSS	
NAME OF EMPLOYER:		ADDRESS OF EMPLOYER:		TYPE OF BUSINESS		NAME OF SUPERVISOR
NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: _____						
REASON FOR LEAVING: _____						

DESCRIPTION OF YOUR DUTIES:

Proverbs 3: 5-6 'Trust in the Lord with all your heart and do not lean on your own understanding. In all your ways acknowledge him, and He will make straight your paths'.

14.. EXPECTED SALARY AND BENEFITS: (Kindly indicate the salary you expect to earn on this position)

Salary in Kes.	Expected Benefits.
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15. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF **YOUR PRESENT EMPLOYER (With your consent), PREVIOUS EMPLOYERS & YOUR STATED REFEREES?** (Please tick) YES NO

16. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications. **Your referees should include; your church leader, current employer & other professional referees.**

FULL NAME	BUSINESS OR OCCUPATION	PHYSICAL/ POSTAL ADDRESS	TELEPHONE No	EMAI L

18. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW? YES NO

If "Yes", give full particulars of each case in an attached statement.

19. STATE ANY HEALTH RELATED OR CONGENITAL CONDITION YOU MIGHT BE HAVING THAT COULD AFFECT YOUR WORK LOCATION OR ASSIGNMENTS (please note this will not be used to disqualify you but to enable the Bank make an informed decision regarding the work assignments and locations)

20. DO YOU HAVE A RELATIVE CURRENTLY WORKING IN SMEP MFB PLC? _____ (Yes/No)
(These include Spouse, siblings, children uncles, aunts, nephews & nieces) If "Yes", state name of the person, your relationship with them and their current workstation.

Name of Relative: Nature of relationship (who they are to you): Their current workstation:

21. INDICATE THE LANGUAGES YOU ARE FAMILIAR WITH AND THE LEVEL OF PROFICIENCY (i.e easily & not easily & fluently & not fluently)

	READ	WRITE	SPEAK	UNDERSTAND

22. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that the provision of false and misleading information may lead to the withdrawal of any employment offer or if eventually employed, to disciplinary action and/or termination of my employment.

Name: _____ Signature: _____ Date: _____

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