



**PERSONAL RECORD FORM**

File Reference: .....

**1. BIO –DATA**

Surname: .....

Other Names: .....

Sex: .....

Place of Birth: .....

Date of Birth: Day ..... Month ..... Year .....

Marital Status :(Please tick where applicable)

Married  Single  Separated  Widowed

Name of spouse (if married).....

Home District: .....

Town/Sub-county: .....

Village: .....

**2. NEXT OF KIN:**

(a) Name: .....

Address: .....

Tel: .....

E-mail: .....

Relationship: .....

(b) Name: .....

Address: .....

Tel: .....

E-mail: .....

Relationship: .....

3.

**(a) CHILDREN**

S/No.	NAME	DATE OF BIRTH
1		
2		
3		
4		
5		
6		

**(b) DEPENDANTS**

S/No.	NAME	RELATIONSHIP	DATE OF BIRTH
1			
2			
3			
4			

**4. PARENTS:**

**(a) Father**

(i) Father's Name: .....Dead/Alive (tick)

(ii) Date of Birth: .....

(iii) Place of Birth: .....

(iv) Parish: .....

(v) Sub County: .....

(vi) District: .....

**(b) Mother**

- (i) Mother's Name: ..... Dead/Alive (tick)
- (ii) Date of Birth: .....
- (iii) Place of Birth: .....
- (iv) Parish: .....
- (v) Sub county: .....
- (vi) District: .....

**5. CURRENT RESIDENCE:**

District: .....

Town/sub-county: .....

Village/LCI: .....

Plot No: .....

Telephone Contact: .....

**6. IDENTIFICATION DETAILS:**

Passport/Driving Permit/Voter Registration No.: .....

Issue place ..... Issue Date .....

Current Designation: .....

Salary Scale & Basic Pay: .....

**7. EMPLOYEE'S CURRENT BANK DETAILS**

BANK: .....

ACCOUNT NAME/TITLE .....

ACCOUNT NO. : .....

N.B.: (As quoted on the bank statement)

NSSF NO. : .....

**8. EDUCATION QUALIFICATIONS(Starting with the most recent):**

NO.	INSTITUTION	START DATE	END DATE	QUALIFICATION
1				
2				
3				
4				
5				

**9. EMPLOYMENT RECORD STARTING WITH THE MOST RECENT:**

No.	ORGANISATION	DESIGNATION	DATES	
			From	To
1				
2				
3				
4				
5				

Name: .....

Sign: ..... Date: .....

Received by: ..... Head, Human Resource

Sign: ..... Date: .....