

## TEACHERS SERVICE COMMISSION

APPLICATION FOR EMPLOYMENT  
(ADVERTISED POSTS ONLY)**Section A: Important Notes for Applicants**

1. All sections of this form **MUST** be completed in full. Incomplete and incorrect information will lead to disqualification.
2. Only one copy of the form should be submitted to the Secretary, Teachers Service Commission, Private Bag - 00100, Nairobi.
3. Attach a copy of the letter appointing you to the current grade, all your professional certificates, academic certificates, testimonials and one page curriculum vitae which should include achievements in work performance.
4. This form is issued **FREE** of charge.

**Section B: Advertised Post Details**

1. Vacancy for which application is made .....
2. Name of institution for which vacancy is applied .....
3. Advertisement number.....
4. Current Station.....

**Section C: Applicant's Details**

1. Full Name.....ID/NO./Passport.....  
(In block, state whether Mr./Mrs./Miss etc)  
TSC NO .....Date of Birth .....Age.....  
Contact address & Postal code.....  
Telephone No..... Cell Phone No.....  
Nationality.....  
Terms of Service (Permanent, Contract, Temporary).....
  2. Present grade.....Job Group/Scale.....  
Date of appointment to the present grade .....
- Details of current duties (indicate whether H/M, D/HM, HOD, Head of Division/Section or serving in any acting capacity, internal appointment or by TSC, attach letter to that effect).....
- .....
- .....
- .....
- .....

**3. Academic and Professional qualifications:**

EDUCATION	NAME OF SCHOOL/ INSTITUTION	DATE		CERTIFICATE OR DEGREE
		FROM	TO	
a) Primary				
b) Secondary/ Technical				
c) College/ University				

**Other Courses Attended and Qualification Attained**

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**4. Working Experience**

a) Teaching experience

Name of the School/Institution	District/ Municipality	GRADE (e.g. PI, SI, Asst. Lect., H/M, etc)	Exact Period of Service	
			From	To

b) Non-teaching experience

Name of Employer	Grade	Exact Nature of Duties	Exact period of service	
			From	To

**5. Break in service, if any**

From ..... To: .....

From ..... To: .....

Reasons for break in service (e.g. resignation, dismissal further studies etc)

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6. I hereby certify that the particulars given on this form are correct to the best of my understanding and knowledge.

Signature .....

Date: .....