



REPUBLIC OF KENYA

JUDICIAL SERVICE COMMISSION

APPLICATION FOR EMPLOYMENT IN THE JUDICIARY

(To be completed by Public Officers)

To be submitted in triplicate to THE SECRETARY, JUDICIAL SERVICE COMMISSION OF KENYA, P.O. Box 30041, NAIROBI KENYA.

The original to be completed in applicant's own handwriting. Please do not start to fill in this form until you have read the notes on page 16.

PART I PERSONAL DETAILS

1. Name.....
BLOCK capitals, surname first)
Sex Male/ Female (Tick)

Maiden name if married woman.....

Postal Address.....

Physical Address.....

Tel. No: LandlineMobile.....

E. mail.....

2. For Kenyan Citizens

Age and date of birth

County of birthPassport / Identity Card No.....
(Attach a copy)

For Non Kenyan Citizen

Age and date of birth

Country of origin.....

Entry permit No.Date Issued.....Valid for.....

Passport No.Date issuedDate of expiry

Date of Arrival in Kenya

3. Whether single, married, widower, widow, divorced

Wife's full maiden name (or husband's full name).....

In case married, husband's/ wife's occupation and address

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Number of children Aged respectively.....

4. Father's full name, address and occupation

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Father's nationality at birth and place of birth.....

(If dead the above questions should nevertheless be answered; if living, his address should be given above.)

5. Languages spoken

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6. Do you suffer from any physical impairment?

No Yes

If so give details
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- b) 1. Advertised vacancy for which application is made
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No. of Advertisement
2. Present Ministry/DepartmentStation
- Present substantive post
- a) Date of appointment to it
- b) Present basic salary
Kshsp.a. in scale Kshsrising to Kshs
(minimum) (maximum)
- c) Are you serving on temporary, agreement, probationary or pensionable terms?*
- d) Are you designated officer?: Yes/No*
- e) Are you serving on overseas leave terms with passages?: Yes/No*

PART IV

CHARACTER

The Judicial Service Commission (JSC) is required by statute to facilitate appointment of persons of good character. The JSC is therefore guided by the constitution and other relevant laws in relation to Public Officers Character and integrity.

Please read the guidance carefully before completing this section.

It is essential that you answer all the following questions fully. You are required to declare all matters whether or not these have been declared in a previous application or to any other body. Please include comparable information for all jurisdictions relevant to you and your work. Where you have answered yes, please include any mitigating information you would like the JSC Commissioners to take into account when considering your application. If you are in any doubt please include all relevant information. This is a continuing responsibility throughout the process for any matter that may arise up to the point of appointment.

- 1. Have you ever been convicted of, or cautioned for any criminal offence or are any other proceedings pending against you?

No Yes

If yes, please give details of the case and any penalty for each offence:

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(The fact of an applicant declaring that he/she has been convicted of an offence will not necessarily debar him/her from employment in Judicial Service. Each

case will be considered on its merits having regard to the nature and the circumstances of the offence).

2. Have you ever been dismissed or otherwise removed from the Judiciary, Public Service or other engagement?

If so give details

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2. (i) Have you at any time:

a) Entered into an Individual Voluntary Arrangement, or a Protected trust Deed

No Yes

b) Made a composition with your creditors

No Yes

c) Been adjudged bankrupt

No Yes

d) Been sued to judgment for any debt;

No Yes

If yes, please provide details including any issues relating to the adherence of any agreement made or details about any such proceedings pending?

Date (s) Details

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(ii) What is your loan exposure with financial institutions? Please give details

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4. In relation to VAT or any other form of tax or rates, have you ever had proceedings brought against you, or are any proceedings pending regarding;

a) Outstanding, or late submitted, personal returns of tax or duties

No Yes

b) Outstanding debts of personal tax or duties.

No Yes

c) Any on-going enquires being made into your personal returns of tax or duties

No

Yes

d) Where you are a partner, is there any ongoing enquiry into the partnership return of tax or duties.

No

Yes

If yes, please provide details including whether you have paid a penalty or made a composition in respect of failure to pay tax or duties or incurred any other default.

Dates (s)

Details

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5. Have you paid your loan with the Higher Education Loans Board (where applicable)

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6. Have you ever had an action brought against you for professional negligence, without the matter being dismissed, or are any such proceedings pending?

No Yes

(If you are an Advocate and such a matter has been brought against your firm in respect of a matter under your supervision, answer 'yes').

Date (s) Details

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7. In respect of any matter involving you personally or under your supervision, please provide details of any finding made or allegations pending of professional misconduct brought against you by;

- a. Your client/any member of the public
- b. Your Professional Body.
- c. Any other lawful authority or body

8. Is there any additional information which should be brought to the attention of the Judicial Service Commission, which might call into question your eligibility for Judicial Office.

No Yes

Date(s)

Details

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PART VI

DECLARATIONS

Declaration of interest

Are you related to any of the Commissioners? If so, please give details below:

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Please make sure you have completed all sections of this document

Final declaration

I declare that the information that I have given on this form is true and to the best of my knowledge and belief and that I have read and understood the notes on page 16 of this form (if completing this form electronically) I certify that the 'typed' signature is intended to be my signature.

Signature of applicant:

Date:

Data Protection

The Judicial Service Commission may need to use the information you provided for purposes that may not directly relate to your application for this judicial post. Any additional use of this information however, will be compatible with the Provisions of the Kenyan Law.

****Delete inapplicable words.***

PART VII

CONFIDENTIAL REPORT

(To be completed on the original copy only by the applicant's Head of Department in the case of all Public Officers.)

(a) I consider/do not consider that the applicant is qualified in terms of the advertisement. I recommend/do not recommend him/her for the vacancy*. My reasons are as follows (to be completed in all cases):-

(b) This officer was promoted to the present post on

I certify that to the best of my knowledge the particulars in this form are correct.

Name

Designation.....

Signature

Ministry/Department.....,

Date.....20.....

NOTES

1. It is a serious offence willfully to give false information to the Judicial Service Commission.
2. All Parts of this form must be completed by all applicants.
3. Do not apply for any post unless you possess all the qualifications given in the advertisement.
4. After completing the form, send it to the Head of your Department who will complete part VII and forward it under confidential cover to the Secretary to the Judicial Service Commission of Kenya, P.O. Box 30041-00100, Nairobi.
5. Do not enclose originals of testimonials or certificates but send copies. No responsibility can be accepted by the Commission for the custody of original documents unless a specific request has been made for their production.
6. If you are invited to an interview by the Commission bring the originals of your testimonials and certificates with you, but make sure that they are returned to you before you leave.

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