

REPUBLIC OF KENYA



SELECTION PANEL FOR THE APPOINTMENT OF COMMISSIONERS OF THE INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION

COUNTY HALL, 1ST FLOOR, P. O. BOX 41842-00100 Nairobi.

TEL: (020) 2848000, Email: IEBCselectionpanel@parliament.go.ke

APPLICATION FORM FOR THE APPOINTMENT OF COMMISSIONERS OF THE IEBC

This Form can be downloaded from the Internet at www.parliament.go.ke. It may also be obtained **free of charge** during office hours from the Secretariat of the Selection Panel for the Appointment of Commissioners of the Independent Electoral and Boundaries Commission located at the Ground Floor, County Hall, Parliament Buildings, Nairobi.

Before completing this form, please read the following notes-

- (a) *Please make sure you have completed all sections of this document. It is an offence to willfully give false information on this form.*
- (b) *Please do not apply for any position unless you possess all the qualifications given in the job advertisement.*
- (c) *Please complete this Form in CAPITAL letters for all job applications to the Selection Panel for the Appointment of Commissioners of the IEBC and send it together with all other required documents in accordance with the instructions in the job advertisement to -*

The Secretary,

**Selection Panel for the Appointment of Commissioners of the
Independent Electoral and Boundaries Commission,
P.O. Box 41842 – 00100, Nairobi.**

- (d) *If submitted online, please send your fully completed application form as a PDF file attachment to IEBCselectionpanel@parliament.go.ke*
- (e) *For hand-delivered applications, please drop the completed application form during office hours at the Selection Panel for the Appointment of*

Commissioners of the IEBC at the Ground Floor, County Hall, Parliament Buildings, Nairobi.

- (f) Please do not enclose originals of your testimonials or certificates, instead, send certified copies if required in the advertisement. The Selection Panel will not accept responsibility for the custody of original documents, unless a specific request has been made for their production.*
- (g) If you are invited to an interview, please bring the originals of your testimonials and certificates with you, including your national identity card or passport, but make sure that these are returned to you before you leave the interview room.*
- (h) If the space provided in any of the sections is insufficient, please attach a separate sheet of paper and indicate accordingly.*

Selection Panel for IEBC

PRELIMINARY

POSITION ADVERTISED:

REF. NO. (AS PER THE ADVERTISEMENT):

DATE ADVERTISED:

SECTION I - BIO-DATA

1. Name of Applicant: Title:
(e.g. Prof/Dr/Mr/Mrs/Miss/Ms/Rev)
2. Date of Birth: Place of Birth
(dd-mm-yyyy)
3. Gender: Male Female
4. Nationality ID/Passport No.
5. Indicate the category of your citizenship (*birth/registration/naturalization*)
6. County Constituency Ward
7. Postal Address: Postal Code: Town:
8. Telephone: Mobile: E-mail:
9. Alternative contact person: Telephone:
10. Indicate all languages you can read, write and speak proficiently.
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11. What is your current employment/occupation (if any)?
Job Title/Position/Designation.....
Name and Address of current employer.....
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12. What is your current gross monthly salary (if any)?
13. Do you suffer from any impairment/disability? No Yes

If 'Yes', please give details and attach a certificate (if any) from the National Council for Persons With Disabilities

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14. If your application is successful, when would you be available to take up this position?

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SECTION II - ACADEMIC/PROFESSIONAL/TECHNICAL QUALIFICATIONS

15. List your relevant Academic/Professional/Technical qualifications (starting with the highest)

(a) Qualification (e.g. Degree, Diploma or Certificate)

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Level (e.g. Doctorate, Masters, Bachelors, etc.)

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Class (if any) (e.g. First Class, Upper Second, Lower Second, etc.)

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Year obtained.

.....
Awarding Institution/ College/University/School

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(b) Qualification (e.g. Degree, Diploma or Certificate)

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Level (e.g. Doctorate, Masters, Bachelors, etc.)

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Class (if any) (e.g. First Class, Upper Second, Lower Second, etc.)

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Year obtained.

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Awarding Institution/ College/University/School

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(c) Qualification (e.g. Degree, Diploma or Certificate)

.....
Level (e.g. Doctorate, Masters, Bachelors, etc.)
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Class (if any) (e.g. First Class, Upper Second, Lower Second, etc.)
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Year obtained.
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Awarding Institution/ College/University/School
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16. List other relevant professional or occupational courses you have attended

Course attended	Year attended	Institution	Qualification (if any)
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17. Briefly explain how your qualifications and experience make you suitable for this position?

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18. Are you a member of any professional body? If Yes, please indicate your membership status in the professional body or bodies. Provide professional registration/membership details (year registered; registering body) e.g. Full member, Membership No. 20; 1993; Law Society of Kenya.

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19. Have you, at any one time within the preceding five years, held office, or stood for election as a member of Parliament or as a member of a county assembly? No Yes

If 'Yes', please give details of the date and the electoral area that you stood for.

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20. Have you, at any one time within the preceding five years, been a member of a governing body of a political party? No Yes

If 'Yes', please give details of the date, the position held and the name of the political party.

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21. Are you a public officer or a State Officer? No Yes

If 'Yes', please give details of your position and the institution that you work for.

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22. Give details of your employment history starting with current employment

Job title /Rank <i>(start with current)</i>	Employer	Period <i>(From – To)</i>	Main duties /responsibilities
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SECTION III - INTEGRITY

The Selection Panel is required by law to facilitate appointment of persons of good character. The Panel is guided by the Constitution and other relevant laws in matters relating to public officers' character and integrity.

Please read the following guidelines carefully before completing this section.

- (a) It is essential that you answer all the following questions fully.*
- (b) You are required to declare all matters whether or not these have been declared in a previous application or to any other body.*
- (c) Where you have answered yes to any question, please include any mitigating information that you would like the Panel to take into account when considering your application.*
- (d) 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.*

23. Have you ever been convicted of any criminal offence in Kenya or elsewhere, or are any criminal proceedings pending against you? No Yes

If yes, please give particulars of the case and the penalty (if any) for each such offence:

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(The fact that an applicant declares that he/she has been convicted of an offence will not necessarily debar him/her from employment in the IEBC. Each case will be considered on its own merits having regard to the nature and the circumstances of the case).

24. Have you ever been dismissed or otherwise removed from any employment or any Board, Council, Trusteeship or any other engagement? No Yes

If yes, please provide details-

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25. Have you at any time -

(a) been involved in a matter that would amount to a conflict of interest? No Yes

(b) made a composition with your creditors? No Yes

(c) been adjudged bankrupt? No Yes

(d) been sued to judgement 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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26. What is your loan exposure with financial institutions? Please give details

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27. 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 submissions; personal returns? No Yes

If yes explain by providing details

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(b) Outstanding debts of personal tax or duties? No Yes

(c) Any on-going enquiries being made into your personal returns 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.

Date(s)

Details

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28. Are you up to date on payment of your loan with the Higher Education Loans Board (where applicable)? No Yes Not Applicable

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

No Yes

If yes, please provide details –

Date(s)

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Details

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30. In respect of any matter involving you personally or under your supervision, please provide details of any findings 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

If yes, please provide details –

Date(s)

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Details

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31. Is there any additional information which should be brought to the attention of Selection Panel which might call into question or affect your eligibility or suitability for this position?
No Yes

If yes, please provide details-

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32. Give the names and addresses of three (3) referees. They should be responsible persons who know you well, either in private life or in business, and one at least should be well acquainted with you in private life. The names of distinguished persons should not be given unless they really know you well and they have consented. The names of relatives or of those from whom you send testimonials should not be given; nor should the names of the members of the Selection Panel.

(a) Name

Address

Occupation

Period during which he/she has known you

In what capacity has the person known you?

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(b) Name

Address

Occupation

Period during which he/she has known you

In what capacity has the person known you?

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(c) Name.....

Address.....

Occupation.....

Period during which he/she has known you.....

In what capacity has the person known you?

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33. Are you related in any way to any member of the Selection Panel? If so, please give details below:

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34. Final Declaration

I declare that:

- (i) The information I have given on this application form is true to the best of my knowledge and belief;
- (ii) I have read and understood the notes at the beginning of the application form and guidelines under Section III of the Form;
- (iii) I understand that any incorrect information given may lead to disqualification/legal action against me; and
- (iv) If I am completing this application form electronically, that the electronic signature I have provided is intended to be my signature.

Full Names of Applicant:.....

Signature of Applicant:.....Date: