**KENYA FORESTRY RESEARCH INSTITUTE**

**P.O.BOX 20412-00200 NAIROBI**

**EMPLOYEE DATA SHEET**

Surname……………………Other Names…………………………………………………

Personal Number…………………………………..PIN No……………………………….

Date of Birth (*Day*)…… (*Month*)…………. (*Year*)………….Identity card... (*att copy*)

N.S.S.F No (*if any*)…………………………….N.H.I.F……………………………………..

Date of First Appointment (*Day*)………… (*Month*)…………… (*Year*)………………..

Designation…………………………………..RF (Job Group)…………………………….

Terms of Service……………………………………………………………………………….

Incremental date ……………………………………………………………………………..

Date of Last Promotion (*Day)*………….. (*Month*)…………….. (*Year*)………………..

Home District………………………………………………………………………………….

Home Address…………………………………………………………………………………

Home Telephone No……………………………..Mobile No………………………………

Email address (If any)……………………………………………………………………….

Marital status………………………………………………………………………………….

Wife/Husband’s Name………………………………………………………………………

Occupation of Husband/wife……………………………………………………………..

Academic qualifications (*indicating when and where*)…………………………………

……………………………………………………………………………………………………..

Professional qualification *(indicating when and where*)……………………………...

…………………………………………………………………………………………………….

…………………………………………………………………………………………………….

…………………………………………………………………………………………………….

Name of children and date of birth (maximum of 4 beginning from the youngest)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | Date of Birth | | |
| No | Name | Day | Month | Year |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |