

PAYROLL NUMBER _____

P.I.N. NUMBER _____



UNIVERSITY OF NAIROBI

VETTING OF STAFF FOR SUITABILITY OF EMPLOYMENT

Answers to the following questions are mandatory.

1. Name of Staff

Surname	First name	Other Names
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2. Personal Information

a) Date of Birth _____

b) Place of Birth _____

c) Gender _____

d) Marital Status (i) Married (ii) Divorced (iii) Widow/Widower (iv) Single

e) ID Number _____

f) Passport Number _____

Vetting of staff for suitability of employment (2014/2015)

- g) Nationality _____
- h) Citizenship _____
- i) Dual Citizenship (provide details) _____

3. Residential Address

- a) Postal Address _____
- b) County _____
- c) Physical Address _____
- d) Physical Location _____
- e) Plot L.R. Number _____
- f) E-mail address _____
- g) Cell Phone _____

4. Family details

- a) Name of Spouse or spouses (s)

Surname	First name	Other Names
_____	_____	_____
_____	_____	_____

- b) Name of dependent Children under the age of Eighteen (18) Years

5) Employment details

a) Designation _____

b) College _____

c) Date of Employment _____

d) Nature of employment (i) P/P (ii) Contract (iii) Other

e) Date of employment to current Position _____

f) Details of Previous employment

	Name of organization	Period

6) Academic and professional Qualifications (indicate all details of institutions attended, year and certifications) attach copies

	Institution	Year	Certificate/Degree

7) (a) Membership of Professional Organization (s)/ Clubs

	Name of Organization	Date of admission	Membership Number

(b) If YES to any question you must provide additional information on a supplementary sheet.

		YES	NO
a)	Have you ever been debarred or removed from the Register of Members of your professional organization?		
b)	Have you ever had any occupational or vocational license revoked and/or otherwise subjected to any other disciplinary action for cause in Kenya or any other country?		

8) Financial status

a) Income including emoluments

Income and profits

	Description	Approximate amount (Kshs) Annual Gross

Vetting of staff for suitability of employment (2014/2015)

	Description (land, state Location L.R No. and acreage; motor vehicle, state model and Reg. No. Shares, state name of company and No. of shares etc	Date Acquired	Estimated Value

c) Liabilities

	Liabilities	Date Accrued	Estimated Value

Vetting of staff for suitability of employment (2014/2015)

d) **Bank Accounts in Kenya**

	Bank Account Details : name / Number	Branch

e) **Banks Accounts Outside Kenya (Disclose of Ownership of Bank Account – give details of account A/C No. and reason for operating such an account)**

	Bank Account Details : name / Number	Country	Reasons

9) **Clearances**

	Clearance	Year of clearance
	Certificate of Good Conduct	
	Tax Compliance	
	HELB Certificate	

10) **Commendation / Outstanding achievements by the staff**

11) **Moral and Ethical Questions**

Answers to the following questions are mandatory. If **YES** to any question you must provide additional information on a supplementary sheet.

		YES	NO
a)	Have you ever engaged in any form of dishonesty in the conduct of public affairs?		
b)	Have you ever abused a public office?		
c)	Have you ever had any complaints against you in any or all of the following areas?		
	➤ Gross Misconduct		
	➤ Professional Misconduct		
	➤ Criminal/Corrupt practices		
d)	Have you been arrested and charged in court for any criminal offence or sued in court for any civil matter?		
e)	Are you facing any disciplinary case(s)?		
f)	Do you have any pending disciplinary case (s)?		
g)	Do you have any pending criminal case (s)?		
h)	Have you ever been investigated for a criminal offence, corruption offence or breach of a code of		

Vetting of staff for suitability of employment (2014/2015)

	conduct by any organization or the University of Nairobi ”		
i)	Have you been subjected to any disciplinary processes, suffered pecuniary embarrassment?		
j)	Have you been receiving any gifts on official occasions?		
k)	Have you declared the gifts with the UoN?		
l)	Have you been involved or accused of conflict of interest between your personal and official duties?		
m)	Have you ever failed to declare your Income, Assets and Liabilities as required under the Public Officers Ethics Act, 2003?		
n)	Have you ever been convicted of any offence and sentenced to serve imprisonment for a period of at least six months?		
o)	Have you ever had an application for a certificate of Clearance or a Certificate of Good Conduct or for a visa or other document authorizing work in a public office denied and / or rejected for cause in Kenya or any other country?		
p)	Have you ever discriminated against anyone of any grounds other than as provided for under the constitution or any other law?		
q)	Have you ever misrepresented information to the public?		
r)	Have you engaged in wrongful conduct whilst in the furtherance of personal benefit		

Vetting of staff for suitability of employment (2014/2015)

12) Any other Information that may be useful or relevant:

13. Oath and Affirmation

I solemnly swear (or affirm) and certify, under penalty of false declaration under the Oaths and Statutory Declarations Act (CAP 15 of the Laws of Kenya), that all the foregoing statements in this declaration are true and correct to the best of my knowledge.

Date _____, this _____ day _____

Signature of Declarant _____

Sworn / Declared before me

Date _____, this _____ day _____

Commissioner for Oaths / Magistrate