

	TECHNICAL UNIVERSITY OF MOMBASA		
	Document: Form	Ref No.: TUM/Form/HRM/001	
	Title: EMPLOYMENT INTERVIEW DATA		
	Department: HUMAN RESOURCE MANAGEMENT		
	Issue No. 2	Revision No. 0	Date: 5th April 2018

(To be filled by candidate)

Position Applied for: _____ Grade: _____ Ref. No: _____

PART A: PERSONAL DETAILS

Full Name		ID/No.	
Date of Birth		Nationality	
Marital Status		Gender	
Email Address		Cell Phone	
Postal Address		Town	

PART B: EDUCATIONAL & PROFESSIONAL QUALIFICATION
(In descending order of ranking)

S/N	School/College Attended	Course Title	End Year	Results
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



PART C: RELEVANT SEMINARS/WORKSHOPS/CONFERENCES ATTENDED

(Maximum of ten)

S/N	Title	Organizer	Level of Participation (Presenter/Resource Person/Coordinator/Ordinary Participant)	Duration
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

PART D: PUBLICATIONS OR EQUIVALENT

(For Academic Staff only)

S/N	Publications (Article in Referred Journal, University/tertiary level/secondary/ primary level text books published, Reviewed Conference Paper)	Publisher/ Journal/ Conference	ISBN	Date of Publication
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



S/N	Consultancy/ Patented Innovation/ E---Learning Module developed	Organization done for	Amount Generated/ Cost of Innovation	Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

PART E: RECENT OR MOST RECENT APPOINTMENT

Name and Address of Employer:	Nature of Business:	
	Position Held:	
Reasons for wishing to leave	Date Appointed:	
	Approximate Number of Employees under you:	
	Current Emoluments:	
Please outline your present responsibilities, stating to whom you report and who reports to you	ITEM	KSHS P.M.
	Basic Salary	
	Bonus, Commission E.T.C.	
	Value of Housing Provided by Employer or House Allowance	
	Organization Car or Car Allowance	
	Total	
	Details of Any Other Fringe Benefits, Pension Schemes, Medical Cover E.T.C	



PART F: OTHER EMPLOYMENT RECORD

(Exclude present employer)

S/N	Employer	Position Held	Duration	Last Salary (P.m.)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

PART G: OTHER DETAILS

1. Give reasons for applying for this job

2. Please set out information that you think should be taken into account in considering your application.

3. Please list three persons (not relatives) from whom we may seek reference (on character and previous work experience)

	Name	Full Address	Telephone	Occupation
1.				
2.				
3.				

4. How soon could you be free to take up the new appointment? _____

5. What salary do you expect to receive per month?

Minimum KShs	Maximum KShs



I declare that the details set out on the preceding pages are, to the best of my knowledge and belief, accurate and complete.

I authorize Technical University of Mombasa to review all information connected with my application.

Signature: _____ Date: _____

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