

	<b>TECHNICAL UNIVERSITY OF MOMBASA</b>		
	<b>Document: Form</b>		<b>Ref No.: TUM/Form/HRM/031</b>
	<b>Title: PROMOTION APPLICATION</b>		
	<b>Department: HUMAN RESOURCE MANAGEMENT</b>		
	<b>Issue No. 2</b>	<b>Revision No. 0</b>	<b>Date: 5th April 2018</b>

**Position Applied for..... Grade..... Ref. No.....**

**PART A: NOTES FOR APPLICANTS**

1. All sections of this form **MUST** be completed in full. Incorrect and incomplete information will lead to disqualification.
2. Please attach certified copies of the following documents:
  - a) National Identity Card
  - b) Academic certificates
  - c) Professional certificates
  - d) Short courses certificates
  - e) Testimonials
  - f) Letter of last promotion
3. It is a serious offence to wilfully give false information. Disciplinary action will be taken against those who give false information.
4. This form is issued **FREE** of charge.

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**PART A: PERSONAL DETAILS**

<b>Full Names</b>		<b>ID/No.</b>	
<b>Date of Birth</b>		<b>Nationality</b>	
<b>Marital Status</b>		<b>Gender</b>	
<b>Email Address</b>		<b>Cell Phone</b>	
<b>Postal Address</b>		<b>Town</b>	
<b>Present Department</b>		<b>Designation</b>	
<b>Current Grade</b>		<b>Date of Appointment to Current Grade</b>	



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

S/N	School/College Attended	Course Title/ Certificate	Dates		Results
			From	To	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

**PART C: RELEVANT SEMINARS/WORKSHOPS/CONFERENCES ATTENDED** *(Maximum of ten)*

S/N	Title	Organizer	Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



**PART D: PUBLICATIONS OR EQUIVALENT (For Academic Staff only)**

<b>S/N</b>	<b>Publication (Article in Referred Journal, University/tertiary level/ secondary/ primary level text books published, Reviewed Conference Paper)</b>	<b>Publisher/ Journal/ Conference</b>	<b>ISBN</b>	<b>Date of Publication</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
<b>S/No.</b>	<b>Consultancy/ Patented Innovation/ E-Learning Module developed</b>	<b>Organization</b>	<b>Amount Generated/ Cost of Innovation</b>	<b>Date</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



**PART E: EMPLOYMENT RECORD** (Last employer first listed)

S/No.	Employer	Position Held	Duration	Last Salary (P.m.)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

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**PART G: OTHER DETAILS**

1. Give reasons for applying for the promotion


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




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

No.	Name	Address	Telephone	Occupation
1.				
2.				
3.				

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

Name	Signature	Date

**PART H: RECOMMENDATION**

1. **Faculty Academic Staff Promotion Committee/ Human Resource Promotion Committee** (to be completed by Chairperson of the Committee)

a) General Conduct

b) Work Performance

Chairperson's Name	Signature	Date

2. **Appointment, Appraisal and Promotion Committee** (to be completed by Chairperson of the Committee)

Remarks

Chairperson's Name	Signature	Date

