



Institution of Surveyors of Kenya

ISK JOB APPLICATION FORM

Before completing this form, please read the following notes-

- (a) Please make sure that you complete all sections of this form.
- (b) It is an offence to willfully give false information on this form.
- (c) Do not apply for the position unless you meet all the requirements in the advertisement.
- (d) At this stage, do not attach any documents, but the form only.
- (e) If you are invited to an interview, please bring the originals and certified copies of your testimonials and certificates with you, including your national Identity Card, but make sure that they are returned to you before you leave the interview room.
- (f) If the space provided in any of the sections in this Form is insufficient, please attach a separate sheet and indicate accordingly.

PRELIMINARY

POSITION APPLIED:	
REFERENCE NO:	
DATE APPLIED:	

SECTION I - BIO-DATA

Name of Applicant		
Title		
Date of Birth		
Place of Birth		
Gender	Male: ☐	Female: ☐
Do you have any impairment (If 'Yes', please give details and attach certified copy of certificate from the National Council for Persons with Disabilities)	Yes: ☐	No: ☐
Nationality		
ID/Passport No		
Indicate nature of your citizenship		
Country		
Constituency		
Ward		
Postal Address		
Postal Code		
Town		
Telephone		



Institution of Surveyors of Kenya

Mobile	
E-mail	
Alternative Contact person	
Telephone	
What is your current employment/occupation (if any)?	
Job Title/Position/Designation	
Name and address of Employer:	

Indicate all the languages that you can read, write or speak proficiently.

Language	Reading	Writing	Speaking
(Language 1)			
(Language 2)			
(Language 3)			

SECTION II - ACADEMIC/ TECHNICAL QUALIFICATIONS

1. List your Academic/Professional/Technical qualifications for Courses and Training attended

No.	Qualification	Level	Class	Year Obtained	Awarding Institution

2. List other short-term courses you have attended in the last five (5) years.

No.	Course attended	Year attended	Institution



--	--	--	--

SECTION III – PROFESSIONAL QUALIFICATIONS/EXPERIENCE

1. Briefly outline your professional qualifications/experience.
2. Briefly explain how your academic and professional qualifications/experience make you suitable for this position?
3. Are you a member of any professional body?
 - a) Yes: ☐
 - b) No: ☐

If **yes**, indicate your membership status to professional bodies. Provide Professional Registration/Membership details (Year Registered; registering body) e.g., full member; Membership No. 2993; 2000; Institution of Surveyors of Kenya

No.	Status	Year registered	Registering body	Membership Number

4. Give details of your employment history starting with current employment, if any-



Institution of Surveyors of Kenya

No.	Job title /Rank	Name of Employer	Period	Summary of Main duties/responsibilities

SECTION IV – HONOURS, AWARDS AND OUTSTANDING ACHIEVEMENTS

1. Have you received any honors or awards, whether national (e.g., EBS, HSC) or international or have you had any outstanding achievement that you would like to bring to the attention of the Selection Panel?
- a) Yes: ☐
- b) No: ☐

If **yes**, please give details/evidence and attach copies of any relevant certificates.

SECTION V – 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, please include any mitigating information you would like the Institution 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.*

1. Have you ever been convicted of or cautioned for any criminal offence in Kenya or elsewhere or are any criminal proceedings pending against you?
- a) Yes: ☐
- b) No: ☐

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



Institution of Surveyors of Kenya

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

2. Have you ever been dismissed or otherwise removed from any employment or any Board, Council, Trusteeship or any other engagement?
- a. Yes: ☐
 - b. No: ☐

If **yes**, please provide details-

3. 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?
- a. Yes: ☐
 - b. No: ☐

If **yes**, please provide details

No.	Date	Details

4. 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;

No.	Date	Details

5. Is there any additional information which should be brought to the attention of the Selection Panel which might call into question your eligibility or suitability for this position?
- a. Yes: ☐
 - b. No: ☐



Institution of Surveyors of Kenya

If **yes**, please provide details-

6. Give the names, addresses and mobile of three (3) referees who know you very well.

1.	Name	
	Address	
	Mobile	
	Email	
	Occupation	
	Period during which he/she has known you	
	In what capacity has the person known you?	
2.	Name	
	Address	
	Mobile	
	Email	
	Occupation	
	Period during which he/she has known you	
	In what capacity has the person known you?	
3.	Name	
	Address	
	Mobile	
	Email	
	Occupation	
	Period during which he/she has known you	
	In what capacity has the person known you?	

7. Do you have any relatives working now or before at ISK?

a. Yes: ☐

b. No: ☐

If **yes**, please give details below:

8. What motivates you to apply for this position? What makes you unique and outstanding compared to your peers?

DECLARATION

I declare that:

- a) The information I have given on this application form is true to the best of my knowledge and belief;
- b) I have read and understood the notes at the beginning of the application form and guidelines under Section V of the form;



Institution of Surveyors of Kenya

- c) I understand that any incorrect information may lead to disqualification/legal action; and
- d) 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: