**CONFIDENTIAL** J.S.C.2 FORM



# **IUDICIAL SERVICE COMMISSION**

# APPLICATION FOR EMPLOYMENT IN THE JUDICIARY

To be submitted in triplicate to THE SECRETARY, JUDICIAL SERVICE COMMISSION, P.O. Box 30041, NAIROBI, KENYA.

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The original to be completed in applicant's own handwriting. Please do not start to fill in this form until you have read the notes on page 16.

PART	FI PERSONAL DETAILS
1.	Name
	BLOCK capitals, surname first)
	Sex Male/ Female (Tick)
Maide	en name if married woman
Posta	l Address
Physi	cal Address
Tel N	o: LandlineMobile
E. ma	ıil
2.	For Kenyan Citizens
	Age and date of birth
	County of birth
	Passport /National Identity Card No
	(Attach a copy)

# For Non Kenyan Citizen Age ...... and date of birth ..... Country of origin..... Entry permit No. ......Date Issued......Valid for..... Passport No. ......Date issued .......Date of expiry ...... Date of Arrival in Kenya ..... 3. Whether single, married, widower, widow, divorced ...... Wife's full maiden name (or husband's full name)..... In case married, husband's/ wife's occupation and address Number of children ...... Aged respectively...... Father's full name, address and occupation Father's nationality at birth and place of birth..... (If dead the above questions should nevertheless be answered; if living, his address should be given above.) 5. Languages spoken 6. Do you suffer from any physical impairment? No Yes If so give details .....

# PART II EDUCATIONAL BACKGROUND

Schools and Colleges in order	From	То	Degrees, Diplomas Certificates and other relevant qualifications

## PART III EMPLOYMENT PARTICULARS AND CAREER HISTORY

a) Give full particulars of all your employment since leaving school or college (including service with the Armed Forces) and periods of unemployment. Attach copies (not originals) of available testimonials. IT IS ESSENTIAL THAT THESE PARTICULARS ARE GIVEN IN FULL. If space is insufficient, a separate sheet of paper may be attached.

Name and full address of	Position, personal	DATE (Month and Year)	
employer, department, regiment	number*and rank		
or corps	where applicable		
		From	То
		***************************************	
*Naval, Army, Royal Air Force,			
Police, etc			
	1	l	l

b).	1.	Advertised vacancy for which application is made
		Advertisement
	2.	Present employment
	Salary	Kshs a year a year
	State v	whether you are under contract in your present employment
	If so g	ive details

#### PART IV CHARACTER

The Judicial Service Commission (JSC) is required by statute to facilitate appointment of persons of good character. The JSC is therefore guided by the constitution and other relevant laws in relation to Public Officers Character and integrity.

Please read the guidance carefully before completing this section.

It is essential that you answer all the following questions fully. You are required to declare all matters whether or not these have been declared in a previous application or to any other body. Please include comparable information for all jurisdictions relevant to you and your work. Where you have answered yes, please include any mitigating information you would like the JSC Commissioners to take into account when considering your application. 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 or are any other proceedings pending against you?
	No Yes
	If yes, please give details of the case and any penalty for each offence:
• • • • • • • • • • • • • • • • • • • •	
• • • • • • • • • • • • • • • • • • • •	
• • • • • • • • • • • • • • • • • • • •	

(The fact of an applicant declaring that he/she has been convicted of an offence will not necessarily debar him/her from employment in Judicial Service. Each case will be considered on its merits having regard to the nature and the circumstances of the offence).

2.		_	ever be Public Ser			r otherwise agement?	removed	from	the
If so g	give	details							
	3.	(i)	Have you	at any ti	me:				
	a)	Entered trust De		Individua	al Volunta	ary Arranger	nent, or a	Protec	cted
		No		Yes					
	b)	Mad	de a comp	osition w	ith your c	reditors			
		No		Yes					
	c)	Bee	n adjudge	ed bankrı	ıpt				
		No		Yes					
	d)	Been	ı sued to jı	ıdgment	for any d	ebt;			
		No		Yes					

If yes, please provide details including any issues relating to the adherence of any agreement made or details about any such proceedings pending?			
Date (s)	Details		
(ii) What is your lo	oan exposure with financial institutions? Please give details		
4. In relation to V	VAT or any other form of tax or rates, have you ever had		
proceedings brou	ght against you, or are any proceedings pending regarding;		
a) Outstanding, o	r late submitted, personal returns of tax or duties		
No	Yes		
b) Outstanding de	ebts of personal tax or duties.		
No	Yes		

c)	Any on-going enquir duties	es being	made into your personal returns of tax or
	No	Yes	
d)	Where you are a part return of tax or duties		ere any ongoing enquiry into the partnership
	No	Yes	
ma			luding whether you have paid a penalty or failure to pay tax or duties or incurred any
Da	ates (s)	Details	
••••			
••••			
	Have you paid your i plicable)	loan with	the Higher Education Loans Board (where
••••			
••••			

	ve you ever had an action brought against you for professional gence, without the matter being dismissed, or are any such proceedings ng?
N	o Yes
	(If you are an Advocate and such a matter has been brought against your firm in respect of a matter under your supervision, answer 'yes').
Date (	s) Details
• • • • • • • • • • • • • • • • • • • •	
	In respect of any matter involving you personally or under your supervision, please provide details of any finding made or allegations pending of professional misconduct brought against you by;
	<ul><li>a. Your client/ any member of the public</li><li>b. Your Professional Body.</li><li>c. Any other lawful authority or body</li></ul>
8.	Is there any additional information which should be brought to the attention of the Judicial Service Commission, which might call into question your eligibility for Judicial Office.
	No Yes

Date(s)	Details

## PART V SELF ASSESSMENT

a)

Please provide examples on the following two pages of how you demonstrate the following qualities and abilities. This is an important part of your application. Please be concise, as any information in excess of two pages will not be used to support your application. Bullet points and note form are acceptable.

Intellectual capacity

c) d)	Personal qualities An ability to understand and deal fairly Authority and communication skills Efficiency


## PART VI

### **DECLARATIONS**

Declaration of interest
Are you related to any of the Commissioners? If so, please give details below:
Please make sure you have completed all sections of this document
Final declaration
I declare that the information that I have given on this form is true and to the best of my knowledge and belief and that I have read and understood the notes on page 16 of this form (if completing this form electronically) I certify that the 'typed' signature is intended to be my signature.
Signature of applicant:
Date:
Data Protection
The Judicial Service Commission may need to use the information you

The Judicial Service Commission may need to use the information you provided for purposes that may not directly relate to your application for this judicial post. Any additional use of this information however, will be compatible with the Provisions of the Kenyan Law.

#### PART VII

#### PERSONAL REFERENCES

Give the names and addresses of two referees. They should be responsible persons who know you well, either in private life or in business: and one at least should be well acquainted with you in private life. The names of distinguished persons should not be given unless they really know you well and they have consented. The names of relatives or of those from whom you send testimonials should not be given; nor should the names of members of the Judicial Service Commission be given.

1.	Name
	Address
	Occupation
	Period during which he has known you
2.	Name
	Address
	Occupation
	Period during which he has known you

#### **NOTES FOR CANDIDATES**

- 1. It is a serious offence willfully to give false information on this form.
- 2. All sections of this form must be completed by all applicants.
- 3. Do not apply for any post unless you possess all the qualifications given in the advertisement.
- 4. Send this form after you have completed it to the Secretary, Judicial Service commission, P.O. Box 30041, Nairobi, Kenya.
- 5. Do not enclose originals of your testimonials or certificates but send copies. No responsibility can be accepted by the Commission for the custody of original documents unless a specific request has been made for their production.
- 6. If you are invited to an interview bring the originals of your testimonials and certificates with you, but make sure that they are returned to you before you leave.

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