



NATIONAL CRIME RESEARCH CENTRE

APPLICATION FOR INTERNSHIP FORM

*Please complete this form in **BLOCK** letters as appropriate and submit to the
National Crime Research Centre.
P. O. Box 21180 – 00100 NAIROBI, KENYA*

Part I: Vacancy Applied for

Vacancy/Post:Vacancy No:

Part II: Personal Details

Name Title.....
[Surname] [First Name] [Other Name(s)] [Prof/Dr/Mr/Mrs/Miss/Ms]

Date of Birth:Gender: Male Female

Nationality: ID No/Passport No:

Employment/PNo:

Postal Address: Postal Code:

Physical Address:

County:Home District:Constituency:

Landline Tel.....Mobile:E-mail address:

Alternative Contact Person:Telephone:

Part III: Applicants in the Public Service only

Ministry/Department/ Other Public Institution:

Station:

Present Substantive Post:

Grade/Job group:effective date:
(dd-mm-yyyy)

Terms of service: Permanent & pensionable Contract Temporary

Date of Admission as an Advocate of the High Court of Kenya [Legal Staff]
(dd-mm-yyyy)

Part IV: Applicants in Private/NGO/Other Sectors

Current employer:

Position held:

Grade/Job Group: Effective date:
(dd-mm-yyyy)

Salary (monthly)

Date of Admission as an Advocate of the High Court of Kenya [Lawyers]
(dd-mm-yyyy)

Part V: Other Details

Indicate the language (s) you are proficient in.....

Do you suffer from any physical impairment? Yes No

If Yes give details:

Have you ever been convicted of any criminal offences or a subject of probation order?

Yes No

Have you ever been dismissed or otherwise removed from employment?

Yes No

If yes, State reason (s) for dismissal/removal:

.....

.....

..... effective date.....
(dd-mm-yyyy)

Have you ever been interviewed by the National Crime Research Centre before?

Yes No

If yes, State the Post:

Grade/Job Group: Interview date:

[Declaring the above information will not necessarily debar an applicant from employment in NCRC. Each case will be considered on its own merit]

Part IX: Current Duties, Responsibilities and Assignments.

Briefly state your current duties, responsibilities and assignments.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Part X: Relevant Abilities, Skills and Experience

Please give details of your abilities, skills and experience which you consider are relevant to the position applied for. The information may include an outline of your most recent achievements and your reasons for applying.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Part XI: Personal References

The names of distinguished persons should not be used unless they really know you well; the names of relatives or of those from whom you send testimonials should not be used. The names of members of the Advisory Board or staff of the National Crime Research Centre should also not be used.

1. Full Name:
Address:
Telephone No:E-mail address:
Occupation:
Period for which he/she has known you:

2. Full Name:
Address:
Telephone No:E-mail address:
Occupation:
Period for which he/she has known you:

Declaration:

I hereby certify to the best of my knowledge that the particulars given on this form are correct and I understand that any incorrect information may lead to disqualification/ legal action.

Date:
(dd-mm-yyyy)

Signature of the applicant