HR AUDIT AND SKILLS ASSESSMENT (BIOMETRIC) DATA CAPTURE FORM

SECTION 1: PERSONAL INFORMATION

1. Employee Name (Surname):				2. Other names (in full)			
3. Employment Number		4. ID NO		5. Date of Birth		6. KRA PIN	
7. Contact Address				8. Cell phone Contacts			
9. Ethnicity				10. Gender		11. Home county	
12. Employer (County/Ministry)		13. Department				14. Duty station	
15. Years of experience (in current profession.)		16. Terms of service				17. Pension Scheme	
18. Date of first appointment		19. First Designation				20. First Job group	
21. Date of current appointment		22. Current Designation				23. Current Job Group	
24. Nationality				25. If Kenya please state nature of citizenship			
26. Disability				27. Nature of Disability			

SECTION 2: QUALIFICATION

28. Please insert the code of your highest academic qualification (see code form AQ)	
29. Please insert the code of your area of specialisation (see code form A)	
30. Please insert the code of your professional qualification (see code form B)	

SECTION 3: CADRE

31. Please indicate the code relating to your Cadre (see code form C)	

Employee Signature

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