

**HUMAN RESOURCE**

**PERSONAL BIO DATA FORM**

DATE: ………………………………

|  |
| --- |
| Passport size coloured photograph |

PERSONAL FILE NO. ………………………… ID. NO. ……………………….

1. **PERSONAL DATA**

SURNAME ……………………………………………………………….

OTHER NAMES …………………………………………………………

1. GENDER. (Male/Female) Date of Birth (Date ……….Month….........Year…….)
2. SUB COUNTY OF ORIGIN ………………………COUNTY OF ORIGIN …………………
3. NATIONALITY …………………………………….
4. ETHNIC UNIT ………………………………………
5. DATE OF APPOINTMENT (Date…………Month……………..Year……………….)
6. DATE OF ASSUMPTION OF DUTY (Date………………..Month…….Year……………..)
7. DATE OF CONFIRMATION (Date …………….Month …………..Year…………) 9. DESIGNATION (CURRENT) …………………………………………………………………
8. …………………………………………………………………………..
9. MARITAL STATUS …… (SINGLE, MARRIED, WIDOWED, DIVORCED, SEPARATED)

Tick as appropriate.

|  |
| --- |
| Passport size coloured photograph |

1. NAME OF SPOUSE(S) (Please provide copies of National ID, Marriage

Certificate/Affidavit and Passport Size Photograph)

* 1. ………………………………………………………………………………………
  2. ……………………………………………………………
  3. ……………………………………………………………

1. IS SPOUSE(S) WORKING WITH RONGO UNIVERSITY? …………YES/ NO ………….
2. IF YES, IN WHICH UNIT? …………………………………………………………………
3. SPOUSE(S) PERSONAL FILE NO. …………SPOUSE(S) ID/PASSPORT

NO………………

1. **CHILDREN’S DETAILS** (Please provide Copies of Birth Certificate and Passport Size Photographs) Attach separate sheet if space not sufficient.

NAMES DATE OF BIRTH GENDER

1. ……………………….….. ………………………. ………………….. 2. ……………………….….. ……………………….…. ………………….. 3. ………………………….... …………………..……… ………………….. 4. ……………………………. …………………………… ………………….. 5. ……………………………. …………………….……… …………………..

* 1. ………………………….… ……………………………. …………………..
  2. ……………………………. ……………………………. …………………..
  3. ………………………….… ……………………………. …………………..
  4. ………………………….… ……………………………. …………………..
  5. …………………………….. ……………………………. …………………..

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Passport size coloured photograph |  | Passport size coloured photograph |  | Passport size coloured photograph |  | Passport size coloured photograph | | | | |  | | --- | | Passport size coloured photograph | |
| |  | | --- | | Passport size coloured photograph | | |  | | --- | | Passport size coloured photograph | | |  |  |  | | --- | --- | --- | | Passport size coloured photograph |  | Passport size coloured photograph | | |  | | --- | | Passport size coloured photograph | | |

# 17. NEXT OF KIN (In Case of Emergency) (ADULTS MORE THAN ONE IN ORDER OF PREFERENCE)

|  |
| --- |
| Passport size coloured  photograph  (1) |

1. SURNAME …………………………………………………………….….

OTHER NAMES ………………………………………………………….

ADDRESS ……………………………………………………………..….

RELATIONSHIP ………………………………………………………….

TELEPHONE NO………………………………………………………….

|  |
| --- |
| Passport size coloured  photograph  (2) |

1. SURNAME ……………………………………………………………

OTHER NAMES ………………………………………………………

ADDRESS ……………………………………………..........................

RELATIONSHIP ………………………………………………………

TELEPHONE NO………………………………………………………

|  |
| --- |
| Passport size coloured  photograph  (3) |

1. SURNAME ………………………………………………………………… OTHER NAMES …………………………………………………………..

ADDRESS …………………………………………………………………

RELATIONSHIP …………………………………………………………..

TELEPHONE NO…………………………………………………………

# 18. CONTACT ADDRESS

1. HOUSE/PLOT NO: ….......................................... TEL: ………………………………
2. POSTAL ADDRESS…………………………………………………………………..
3. E-MAIL ………………………………………………………………………………..
4. VILLAGE/LOCATION/ZONE ………………………………………………………..
5. PARISH ………………………………………………………………………………..
6. SUBCOUNTY …………………………………………………………………………….
7. COUNTY …………………………………………………………………………………..

# 19. RETIREMENT HOME

1. TEL: …………………………………………………………………………….………
2. POSTAL ADDRESS …………………………………………………………………… (c) E-MAIL …………………………………………………………………………..…….. (d) VILLAGE/LOCATION/ZONE ………………………………………………………….…… (e) PARISH …………………………………………………………………………..……..
3. SUBCOUNTY ……………………………………………………………………..…….
4. COUNTY …………………………………………………………………………………..
5. DISTANCE (IN KM) ………………………………………………………………….…. **20. EDUCATION BACKGROUND**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **DATE** | **INSTITUTION** | **QUALIFICATION** | **GRADE** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |

1. FIELD OF PROFESSIONAL OR ACADEMIC SPECIFICATION
   1. ………………………………………………………………………………………………….
   2. ……………………………………………………………………………………………..…….
   3. …………………………………………………………………………………………….……
2. MEMBERSHIP TO PROFESSIONAL ASSOCIATIONS (IF ANY)

1 ……………………………………………………………………………………………….

2………………………………………………………………………………………….……

3…………………………………………………………………………………………………

# 23. EMPLOYMENT HISTORY DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
|  | **EMPLOYER 1** | **EMPLOYER 2** | **EMPLOYER 3** |
| Employer’s Name |  |  |  |
| Postal Address |  |  |  |
| Telephone |  |  |  |
| E-mail |  |  |  |
| Position held |  |  |  |
| Date of appointment |  |  |  |
| Date left |  |  |  |
| Date of broken service |  |  |  |
| Date of reappointment |  |  |  |
| Reason for leaving |  |  |  |

1. EXPECTED DATE OF RETIREMENT …………………………………….
2. SIGNATURE ………………………………………. DATE: …………………………….. 26. DATE RECEIVED…………………………………………………………………

27. OFFICERS NAME/SIGNATURE …………………………………………………………

***Rongo University is ISO 9001:2015 Certified*** 