



MERU UNIVERSITY OF SCIENCE & TECHNOLOGY

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STAFF SELF-DECLARATION FORM

1.0 Personal Information			PF. No.....	
Title	Surname	First name	Middle name	Other names (if any)
Prof/Dr/Mr/Mrs /Miss/Ms				
I.D No (Attach a copy)	Passport No. (Attach a copy)	Expiry Date of passport	Pin No.	
Sex (tick)				
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	
1.1 Birth Information				
Date	Place	County	Country	
1.2 Contact details				
Postal address	Email address	Mobile No.	Tel. no.	Other addresses

1.3 Residence

Estate	Town	County

1.4 Nationality

Kenyan

If any other citizenship, provide details

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1.5 Marital Status

Single Married Separated

Divorced Widowed

If married give details of the spouse (Surname, First name, Middle name, others

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Nationality of spouse

1.6 Name(s) of Children

2.0 Academic and professional qualifications (Indicate details of all institutions attended, period and certifications)

Name of institution	Period	Award obtained

3.0 Employment History

Name of employer	Position/Designation	Appointment date and period served in the organization.	Nature of employment (Permanent, contractual/other)

4.0 Membership to professional organizations/clubs

Name of organization	Date of registration	Membership no.

5.0 Financial status

5.1 Assets

Description	Date acquired	Estimated value

5.2 Liabilities

Description	Date accrued	Estimated value

5.3 Bank accounts outside Kenya (If any give details of account and reasons for operating such accounts)		
6.0 Clearance /compliance certificates (attach copies)		
Tax Compliance		
Certificate of good conduct		
HELB Certificate		
7.0 Outstanding achievements (List any commendations /achievements)		
8.0 Ethical issues		
Answers to the following questions are mandatory. If yes to any question, then you must provide details in a separate sheet.		
	Yes	No
a) Have you ever had any complains against you in any or all of the following areas? Gross misconduct, professional misconduct or criminal/corrupt practices?		
b) Have you ever been arrested and charged in court for any criminal offence or sued in court for any civil matter?		
c) Do you have any pending criminal case(s)?		
d) Are you facing or do you have any pending disciplinary case(s)		

e) Have you ever been subjected to any disciplinary process or suffered pecuniary embarrassment?		
f) Have you ever been investigated for any criminal offence, corruption offence or breach of code of conduct by any organization?		
g) Have you ever received any gifts on official occasions? If you have received gifts, have they been declared?		
h) Have you ever been involved or accused of conflict of interest between your personal and official duties?		
i) Have you ever falsified official or personal records?		

Oath and affirmation

I hereby solemnly declare that the aforesaid information given is true to the best of my knowledge, information and belief.

Declared at (Place) on.....this day of2015

By the said.....

Name of Declarant

Signature of Declarant

Before me.....

Commissioner for Oaths/Magistrate