



THE TECHNICAL UNIVERSITY OF KENYA

Haile Selassie Avenue, P. O. Box 52428, Nairobi, 00200, Tel: +254 (020) 343672, 2249974, 2251300, 341639,

OFFICE OF THE DEPUTY VICE CHANCELLOR

Administration, Planning and Infrastructure (API)

PERSONAL DETAILS FORM

1.0 Employee Biodata

Surname	
Other Names	
Title (Prof, Dr, Mr., Mrs. Miss, Ms, Other specify)	
Gender	
National ID No.	
Pin No.	
Place of Birth	
Date of Birth	
Marital Status	
Nationality	
Ethnicity (See list last page)	
County of Origin	

2.0 Employee Contact Details

Permanent Address	
Area of Residence	
Your Mobile Tel No.	
Home Tel Number	

3.0 Employee posting Deployment

Date of Employment	
Current Position: Eg Professor, Snr Lecturer, Administrator, clerk, messenger etc	
Highest Level of Education	
Posting Station Eg HR, School of Business, Caretaker Servies	
Grade: Eg I, IV,IX etc	
Type of Employment (Contract /Permanent)	
Last Training Attended while at TUK and date	

4.0 Contact in case of Emergency

	Name	Relationship	Tel Number
1.			
2.			
3.			

5.0 Dependants

	Name	Date of Birth	Relationship	ID No.
1.				
2.				
3.				
4.				
5.				
6.				
7.				

6.0 Next of Kin

	Name	Relationship	Level (Primary or Alternate)	Place of work/Residence	ID NO	Tel No
1.						
2.						
3.						

7.0 Beneficiaries

	Name	Relationship	Share Percentage	Place of work/Residence	ID NO	Tel No
1.						
2.						
3.						
4.						
5.						

8.0 Employee Banking Details

Bank Name	
Branch Name	
Account Name (Your Name)	
Account Number	

9.0 Equity and Diversity Information

Gender	Disability /Injury. (Kindly Specify)	Ethnicity (Tick as appropriate)

1. Basuba
2. Borana
3. Embu
4. Gabra
5. Kalenjin
6. Kamba
7. Kikuyu
8. Kisii
9. Kuria
10. Luhya
11. Luo
12. Maasai
13. Mbeere
14. Meru
15. Mijikenda
16. Orma
17. Rendille
18. Samburu
19. Somali
20. Swahili
21. Taita
22. Teso
23. Tharaka
24. Turkana

Other Specify

Source: *Demographic and Health Survey. Kenya 2008-09*

Name of Employee: _____ Signature _____

Date _____