



THE TECHNICAL UNIVERSITY OF KENYA

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

DIRECTORATE OF HUMAN RESOURCE MANAGEMENT

PERSONAL DETAILS FORM

1.0 Employee Biodata

P.F. No.	
Surname	
Other Names	
Title (Prof, Dr, Mr., Mrs. Miss, Ms, Other specify)	
Gender	
National ID No.	
Pin No.	
N.S.S.F No.	
N.H.I.F No.	
Place of Birth	
Date of Birth	
Marital Status	
Nationality	
County of Origin	

2.0 Employee Contact Details

Permanent Physical Address	
Postal Address (e.g. P.O. Box.....)	
Area of Residence	
Mobile Tel No.	
Home Tel Number	
Email Address:	

Signature _____

Date _____

13.0 Employee Posting Deployment

Date of Employment (as per staff movement advice)	
Current Position: E.g. Professor, Snr Lecturer, Administrator, clerk, messenger etc	
Highest Level of Education	
Posting Station. E.g. HRM, School of Business, Caretaker Services, Department etc	
Grade: E.g. 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. or Birth certificate No.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8				
9				
10				

Signature _____

Date _____

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. or Birth certificate No.	Tel No
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

8.0 Employee Banking Details

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

Signature _____

Date _____

9.0 Religion (Tick as appropriate)

- Catholic,
- Protestant,
- Sda,
- Muslim.
- Others. Specify

10.0 Equity and Diversity Information

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
- 25 Other. Specify



FOR OFFICIAL USE ONLY (HRM STAFF):

RECEIVED BY: SIGNATURE: DATE:

Signature _____

Date _____