

## COUNTY GOVERNMENT OF TRANS-NZOIA

CPSB F.1B

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KITALE

## COUNTY PUBLIC SERVICE BOARD

☎ Mob: (+254) 713 635 352

*Transforming the public service workforce*

To be submitted in respect of each shortlisted candidate in the County Public Service before the interview date. Both open and confidential files of the candidates and the last two years appraisal reports should be availed to the CPSB at least three days before the interview date

**To be completed by the Head of Department /Supervisor**

Name of candidate:				
	(Surname)	(First Name)	Other Name(s)	(Prof/Dr/Mr/Mrs/Miss/Ms)
ID No/Passport No.:			Personal No.:	
Vacancy/Post applied for :			Vacancy No.:	
Department:			Section/ Unit:	
Title of Present Substantive Post			Job Group/Scale	
Date of Current Appointment				
Academic Qualification. e.g. (Diploma in HR from JKUAT, 1998) <i>from the highest</i>	1. ....			
	2. ....			
	3. ....			
	4. ....			
	5. ....			
Professional Qualification. e.g. CPA(K), 2002	1. ....			
	2. ....			
	3. ....			
	4. ....			
Other Courses attended. e.g. (SMC from KSG, 2000)	1. ....			
	2. ....			
	3. ....			

I recommend/do not recommend the candidate for the vacancy.

**Give reasons:**

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Please indicate the last two years' Performance Appraisal ratings for the candidate

	%		%
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Name of Head of Department / Supervisor:			
Personal/Employment No			
Designation(Substantive Appointment)			
Job Group/Scale			
Department			
Date:		Signature	

**Please note:**

- This form should be submitted to the CPSB under confidential cover.