

[Job Application Guidelines](#)

Job Application Guidelines

Please note the following as you fill the online job application form and submit your application:

1. Ensure that you have filled all required details clearly and completely
 2. Ensure you have attached all required attachments including passport photo, copy of National ID, academic and professional certificates, membership certificates etc
 3. **Personal Details:**
 - a. Home district indicated should be as shown on your national identity card
 - b. Language proficiency – Indicate the languages you are familiar with and the levels of proficiency in the provided slots
 4. **Academic and Professional Background**
 - a. Please give exact title of degree in original language – do not translate or equate to other degrees
 - b. Ensure you attach Certified copies of certificates – for academic and professional qualifications attained and certifications held
 - c. Ensure you attach copies of current professional organizations / bodies membership certificates/ proof of membership
 5. **Employment Record**
 - a. Indicate attachments / internships held if you have never been employed
 - b. Ensure you attach an updated copy of your resume
 - c. Ensure contact details of your referees are correct
 6. **Personal Data Consent Form**
 - a. Ensure you have read the KENET Personal Data Consent Form
 - b. Ensure you have ticked on the application form to indicate you have read the consent form and have ticked either the box to consent or deny processing of your personal data. This will be required for you to be able to submit your filled job application form
 7. Confirm that you have filled all required details and attached all required documents before you submit your job application form
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