



**JOMO KENYATTA UNIVERSITY
OF
AGRICULTURE AND TECHNOLOGY
P. O. BOX 62000, NAIROBI, KENYA. TELEPHONE: TEL: 67-5870000/1/2/3/4/5
OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION)**

CONFIRMATION ON APPOINTMENT FORM

NOTE: This form on Confirmation on Appointment, duly filled, should be forwarded under confidential cover by the Heads of Departments to Deputy Vice Chancellor (Administration) once members of staff complete the probation period.

PART ONE TO BE COMPLETED BY APPLICANT

I, Prof. /Dr. / Mr./Mrs/Ms./Miss.....

PF. No.Designation/Job Title:.....Job Grade.....

Appointed onin the
(Indicate Date of 1st appointment; DD/MM/YY) (Indicate duty station College/School/Directorate/Dept/Section/Unit)

have completed the mandatory probation period ofmonths / years as per my letter of Appointment and Terms of Service which I signed in acceptance on*(indicate DD/MM/YY)*

I am kindly requesting for confirmation of appointment.

Signature:..... Date:.....

PART TWO TO BE COMPLETED BY SUPERVISOR/COD/HOD/DIRECTOR/DEAN/PRINCIPAL

I do/do not *(tick one)* recommend confirmation of appointment due to the following reasons:

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Name.....Signature:Date:.....

PART THREE: APPROVAL BY DEPUTY VICE CHANCELLOR (ADMINISTRATION)

I approve / do not approve *(tick one)* confirmation of appointment.

Remarks *(in the event that the DVC Admin does not approve)*

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Signature:..... Date:.....

