NEA/FE/1

NATIONAL EMPLOYMENT AUTHORITY OFFICE

SERIAL NUMBER……

NAME OF AGENCY ……..……..

POSTAL ADDRESSS ……..….EMAIL ……..…TEL: ……..

REGION ……COUNTY ……..…..SUB - COUNTY ……..……..……..

PRIVATE EMPLOYMENT AGENCY FORM (FOREIGN EMPLOYMENT)

QUARTERLY RETURNS FOR THE MONTH .....TO.....

No	Name of Employee	Sex	Age	Pass Port/NO	Job Title (Occupation)	Highest level of Education	Highest Training Award	Specific Skill Area	Name of Employer	Address of Employer	Telephone	Date of Departure from Kenya	Date of commencement of Contract	Date of Expiry of Contract	Country of Work	Name of Next of Kin in Kenya	Contact of Next of Kin