

## QUICK REFERENCE GUIDE ON JOB APPLICATION

### STEP 1

#### Candidate Registration

Log On to KP Website → Click on the link → Register → Log on using the User Name & Password provided

### STEP 2

#### Create Candidate Profile (Mini-CV)

Click on Career & Development → Click my Candidate Profile → Add/Update Personal Data, Education, Work Experience, Attachments etc. → Overview & Release Candidate Profile

You have successfully created your candidate profile; please proceed to apply for the job

### STEP 3

#### Job Search & Job Application


Click on Employment Opportunities → Click Start on Job Search → Enter your search criteria → Select job & click apply

Where applicable Edit your candidate profile → Release your profile & Complete application → You will receive an email Correspondence confirming Completion of the application process

**N/B. The process will be completed after you receive the confirmation email (*see sample below*)**

ConfirmationofReceipt.pdf - Adobe Reader  
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Dear Christine Gachewah Date: 22.11.2016

**Re: Post of SYSTEM ADMINISTRATOR I. SYSTEM ADMINISTRATION TECHNOLOGY**

Your application for the above mentioned post has been received.

We will contact you as soon as we finalise processing your application.

Yours faithfully,  
Recruitment Team,  
KENYA POWER & LIGHTING CO. LTD.,

3:41 PM  
3/6/2017