



PIE Consultancy  
Brief Candidate Profile (BCP) Form

Carefully read all instructions at the end of the second page of this form **before completing it**. Failure to comply with any of the instructions will lead to **automatic disqualification**.

Section 1 Personal details

NAMES	LAST		FIRST	
	OTHER		MARITAL STATUS	

DATE OF BIRTH			NATIONALITY DETAILS		PASSPORT DETAILS		
YEAR	MON	DAY	CITIZENSHIP	ID NUMBER	NUMBER	ISSUE DATE	EXPIRY DATE

EMAIL ADDRESS	TELEPHONE NUMBER (MOBILE)	POSTAL ADDRESS	CURRENT PHYSICAL ADDRESS (Must have exact Street or LR No.)
POSITION APPLIED FOR			POSITION REFERENCE NO:

Section 2 Career History

In this section give information about your **relevant career history**. Do not include casual /part-time jobs or internships. **List them starting with the most recent down to the earliest. List past seven (07) employers only.**

PERIOD FROM		DURATION		NAME OF EMPLOYER	POSITIONS HELD	REASON FOR LEAVING
FROM	TO	Years	Months			
Year	Month					



### Section 3 Full-Time Professional Training

In this section give information about your full time Professional training, including university education if any. Do not include part-time or short courses. **List them starting with the most recent down to the earliest.**

PERIOD FROM		DURATION		COLLEGE ATTENDED	COURSE PURSUED	QUALIFICATION ATTAINED
FROM	TO	Years	Months			
Year	Month					

### Section 4 Relevant Part-Time Courses

In this section give information about the **most relevant** part-time or short courses you have attended. **List them starting with the most recent down to the earliest.**

PERIOD FROM			DURATION		COLLEGE ATTENDED	COURSE PURSUED	QUALIFICATION ATTAINED
	FROM	TO	Years	Months			
Year	Month	Month					

### Section 5 General Education

In this section summarize your general education (**high school and higher level only**).  
**List them starting with the most recent down to the earliest.**

PERIOD FROM		DURATION		SCHOOL(S) ATTENDED	QUALIFICATION ATTAINED	GRADE
FROM	TO	Years	Months			
Year	Month					

#### IMPORTANT INSTRUCTIONS FOR COMPLETING THIS FORM

1. Immediately you receive this form save it in the following format: **BCP\_LAST NAME FIRST NAME (DATE)**. The date must be in the format: **YYMMDD**. For example, if your name is GEORGE KIMANI, and you are completing the form on 12<sup>th</sup> June 2021, the file name for your form will be: **BCP\_KIMANI GEORGE (210612)**
2. The form must be filled in soft. Hard or scanned copies will be rejected.
3. Be as brief as possible. **Do not** attach any photos or documents.
4. In sections 2 to 5 be careful to always list starting with the most recent to the oldest.
5. Ensure you use a font size small enough to be accommodated within the space provided.
6. Under Physical address give the exact Street or LR Number, and city, town, or county of residence.
7. After completing the form, **re-check to ensure it is accurately filled.**
8. When complete, email to [careers@pieconsultancy.net](mailto:careers@pieconsultancy.net).