

OFFICIAL JOB APPLICATION & CANDIDATE ASSESSMENT FORM

Floynex Digital Technologies Ltd — Talent Acquisition Department

COMPANY & CONTACT INFORMATION

Website: www.floynexpay.com

Email: info@floynexapp.com

App: FLOYNEX PAY APP

Phone: +254 728 709 651

Address: P.O. Box 1234-01000, Thika, Kenya

WHAT IS THIS DOCUMENT ABOUT?

This document is the formal employment, internship, and contractual application form for prospective talent joining Floynex Digital Technologies Ltd. It provides a consistent way to capture candidate identity, contact information, the exact opportunity being applied for, availability, qualifications, experience, supporting documents, and the internal approval record.

HOW TO USE THIS FORM

Complete all sections of this form clearly and accurately. Fill in all required details, attach the necessary supporting documents, and sign the applicant declaration. Sections marked "Internal Use Only" must be left blank for authorized company personnel.

DOCUMENT STRUCTURE

SECTION B

Candidate Information: Personal details, contact information, location, emergency contacts, and qualification summary.

SECTION C

Application & Assessment: Position applied for, availability, experience summary, skills, attachments, and applicant declaration.

SECTION D

Internal Review & Approval: HR screening, assessment notes, management decision, authorized approvals, stamps, and signatures.

OFFICIAL APPLICATION FORM

Ref: FDT-HR-APP-2026-V2

Floynex Digital Technologies Ltd

SECTION B — CANDIDATE INFORMATION

B1. PERSONAL DETAILS

Complete the fields below as they appear on your official identification documents. Required fields marked with *

Full Name (as on ID / Passport) *

Date of Birth (DD/MM/YYYY) *

Age *

National ID/Passport Number *

Gender *

☐ Male ☐ Female ☐ Non-binary ☐ Prefer not to say

Nationality/Citizenship *

Email Address *

Marital Status (Optional)

EMERGENCY / NEXT-OF-KIN CONTACT

Contact Person Name *

Relationship

Phone Number *

B2. CONTACT, LOCATION & QUALIFICATIONS

Provide current contact details and highest educational background.

Primary Mobile Phone *

Alternative Phone Number

Residential Address / City/Town *

Postal Address & Postal Code

Highest Education Level *

☐ Certificate ☐ Diploma ☐ Bachelor's Degree ☐ Master's/PhD ☐ Other

Primary Institution / University *

Qualification / Course / Field of Study *

Completion Year *

Professional Certifications / Licenses

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Floynex Digital Technologies Ltd

SECTION C — APPLICATION & CANDIDATE ASSESSMENT

C1. POSITION APPLIED FOR & AVAILABILITY

Position / Role Applied For *	Department/Unit
Vacancy / Reference Number	Expected Monthly Salary (Optional)
Type of Role	
☐ Full-time employment ☐ Part-time ☐ Contract/Temporary ☐ Internship/Trainee	
Earliest Availability *	Notice Period Required
☐ Immediately ☐ Within 1-2 weeks ☐ Within 1 month ☐ Specific Date	
Why are you applying for this role?	

C2. EXPERIENCE & CORE CAPABILITIES

Total Years of Experience	Most Recent Employer *	Most Recent Role / Title *
Relevant Experience & Achievements Summary *		
Core Skills / Competencies		
☐ Communication ☐ Leadership ☐ Sales / BD ☐ Analysis / Problem Solving ☐ Customer Service ☐ Technical / Digital ☐ Project Management		

C3. ATTACHMENTS & APPLICANT DECLARATION

Accompanying Supporting Documents:

☐ CV / Resume	☐ Academic & Professional Certificates
☐ Copy of National ID / Passport	☐ Certificate of Good Conduct
☐ Portfolio / Work Samples	☐ Recommendation Letters
☐ Tax ID / KRA PIN	

Applicant Declaration *

I declare that the information provided in this application is accurate, truthful, and complete to the best of my knowledge. I understand that material misrepresentation or omission of facts may lead to disqualification or termination of employment. I authorize Floynex Digital Technologies Ltd to verify information relevant to this application, subject to applicable law and company policy.

Applicant Full Name *	Signature *	Date (DD/MM/YYYY) *

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INTERNAL USE ONLY

SECTION D — INTERNAL REVIEW & APPROVAL

D1. HR SCREENING & MANAGEMENT ASSESSMENT

Application Received Date	Assigned HR / Recruiter	Internal Reference Number

Initial Screening Status

☐ Recommended for Interview ☐ On Hold / Talent Pool ☐ Application Rejected

Screening Assessment Notes (Strengths, Gaps, Conditions)

D2. AUTHORIZED APPROVAL RECORD

APPROVER 1 — HR Manager / Officer

☐ Approved ☐ Approved with Conditions ☐ Rejected

OFFICIAL STAMP / SEAL

Name

Signature & Date

APPROVER 2 — COO / Department Head

☐ Approved ☐ Approved with Conditions ☐ Rejected

OFFICIAL STAMP / SEAL

Name

Signature & Date

APPROVER 3 — Managing Director / CEO

☐ Approved ☐ Approved with Conditions ☐ Rejected

OFFICIAL STAMP / SEAL

Name

Signature & Date