



## **VETTING CRITERIA FOR ELIGIBILITY IN DELEGATE'S ELECTIONS**

### **Preamble**

Vetting is the process of performing background checks on a person before offering them appointment/employment/opportunity to stand for elective position in an organization.

Vetting criteria includes amongst other considerations the concepts of honesty, solvency and competence. This extends to the conduct of the member both in dealing with the Co-operative society and the public.

Vetting criteria will be based on the characteristics of age, citizenship, academics, professionalism, qualifications, experience, health, security, ethical behavior and legal obligations of the applicant.

The principles and values of leadership as stated in section 73 of the Leadership Act will be applied in the vetting criteria which includes: -personal integrity, competence, objectivity and impartiality, decision making, selfless service based on public interest, honesty, declaration of personal interest that may conflict with personal duties, accountability to the public, discipline and commitment to the people.

Eligibility will also be based on the requirements that an applicant:

1. Pays his taxes
2. Has not abused public office
3. Has no criminal record
4. Has not defaulted on loans
5. Has not conducted himself in unprofessional manner
6. Is medically proven to be mentally stable
7. Knowledge and experience
8. Reputation and character
9. Is not a beneficiary of international money laundering, drug trafficking or subversive activities financiers.



**APPLICATION FORM FOR CLEARANCE TO BE A CANDIDATE IN THE  
DELEGATE'S ELECTIONS 2020**

**NOTE:** Read the declaration on Section 5 below before completing this form. In case the space provided is inadequate, use additional paper.

**1. PERSONAL INFORMATION**

Name		Employer/Company	
Year of Birth		Postal Address	
Gender		Physical Address	
Marital Status		Email Address	
PIN		Staff No	
ID No.		Highest educational qualification	
Name of your bankers		Date of joining Wanandegge Sacco	
Voting Block for which applicant is seeking to represent as a Delegate			

**2. DESCRIPTION OF PAST AND CURRENT EMPLOYMENT**

Name of Employer	Address	Period	Position Held	Dates From	Dates to	Reason for leaving

**3 DESCRIPTIONS OF PAST AND CURRENT BORROWINGS IN INSTITUTIONS**

Name of Borrower	Lending Institution	Type of Facility	Date of offer	Date of Maturity	Security Offered	Value of security	Current outstanding balance	Remarks

#### 4. QUESTIONNAIRE

4.1 Have you at any time been convicted of any criminal offence in any jurisdiction? Yes/No

If so, give particulars of the court in which you were convicted, the offence, the penalty imposed and the date of conviction.....

4.2 Have you ever been dismissed from any employment in any organization you have previously been or been subject to disciplinary proceedings by your employer?.....

4.3 Have you ever failed to satisfy any debt adjudged due and payable by you on an order of a surcharge or court, or have you made any compromise arrangement with your creditors within the last 10 years? ..... If so, give particulars

.....

4.4 Have you ever been declared bankrupt by a court of law or has a bankruptcy petition ever been served on you? .....If so, give particulars.

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4.5 Have you ever been held liable by a court, for any fraud or other misconduct?.....If so, give particulars.....

4.6 Indicate the names, addresses, telephone numbers and positions of three individuals of good standing who would be able to provide a reference on your personal and professional integrity. The referees must not be related to you, and should have known you for at least five years.

Name	Address	Email Address	Telephone	Position

4.7 Is there any additional information/experience which you consider relevant for the consideration of your suitability for position applied for? ..... if so give particulars.....

.....

4.8 Kindly attach copies of the following documents:

- Updated personal curriculum vitae (CV) with a copy of highest level of Education
- Current Credit Reference Bureau certificate
- Current Police Clearance Certificate (Good Conduct Certificate)
- Clearance Certificate from HELB
- Current Tax Compliance Certificate from KRA

**NOTE:** The information given in response to this questionnaire shall be kept confidential by the Nominating Committee, except in cases provided for by law. The omission of material facts may represent the provision of misleading information.

## 5.DECLARATION

I am aware that it is an offence to knowingly or recklessly provide any information, which is false or misleading in connection with an application for nomination as a delegate of a co-operative society. I am also aware that omitting material information intentionally or unintentionally shall be construed to be an offence and may lead to rejection of my application.

I hereby certify that the information given above is complete and accurate to the best of my knowledge and belief, and that there are no other facts relevant to this application of which the Co-operative Society should be aware of.

I undertake to inform the Co-operative Society of any material changes to which may arise while the application is under consideration.

I further confirm that I have agreed to fulfill the responsibilities related to this position.

Name	Staff No	Signature	Date

## PROPOSER AND SECONDER FOR THE CANDIDATE:

We the undersigned members propose and second.....Staff No.....to be a candidate for election as a delegate in the forthcoming Delegates Election to be held in January 2020.

	Name	Staff No	ID No.	Signature
Proposer				
Secunder				

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## FOR OFFICIAL USE ONLY

Applicants Deposits		
Proposer Account status		
Secunder Account status		
CRB certificate/status		
KRA clearance certificate/status		
HELB clearance certificate/status		
Police Clearance certificate		
Updated CV		
Has applicant been attached a defaulted loan? Current status		
Applicant cleared/Not cleared		
Reason for non-clearance		

Verified by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_