

EMPLOYMENT FORM

| Passport Photograph | Left Index Finger Print | Right Index Finger Print | Signature |
|------------------------|----------------------------|-----------------------------|-----------|
| | | | |

Name: -----

Contact Telephone No.:-----

Residential Address: -----
(Please fill the nearest bus stop)

Permanent Home Town Address: -----
(Please fill the nearest bus stop)

Personal Telephone No.: ----- E-mail Address: -----

Sex: ----- Driving License No.: ----- Int. Passport No.:-----

Nationality: ----- State of Origin: -----

Local Govt.:----- Home Town: -----

Date of Birth: ----- Place of Birth: -----

Marital Status: ----- Spouse Name: -----

Spouse Address: -----
(Please fill the nearest bus stop)

----- Telephone No.:-----

Current bank details: -----

PFA Name: -----

RSA No.: -----

NHF No.: -----

Next of Kin: ----- Relationship: -----

Address of Next of Kin: -----

(Please fill the nearest bus stop)

Telephone No.: -----

Name of Children (Max. of 4) – Last Child First
Name

Date of Birth

Educational History

| Institution(s) Attended | Qualification (s) Obtained | Date obtained | Subject & Grade |
|----------------------------|-------------------------------|---------------|-----------------|
| | | | |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Courses attended with Dates:

Special:

Details of any other special training knowledge, or experience
You have acquired not covered in the above section:

Language spoken
State any other two languages

| | | | | | | |
|---------|--------|--------------------------|------|--------------------------|------|--------------------------|
| English | Fluent | <input type="checkbox"/> | Good | <input type="checkbox"/> | Fair | <input type="checkbox"/> |
| | Fluent | <input type="checkbox"/> | Good | <input type="checkbox"/> | Fair | <input type="checkbox"/> |
| | Fluent | <input type="checkbox"/> | Good | <input type="checkbox"/> | Fair | <input type="checkbox"/> |

Current/Last Employment History

1. Dates: From: _____ To: _____

Name and Address of Company (Please indicate nearest Bus Stop):

Post held and Duration: _____

Details of Responsibilities: _____

Salary: _____

Reasons for leaving: _____

Any outstanding loan: _____

Repayment plan: _____

Have you been involved in any issue while at work? Yes or no (insubordination, disciplinary issues, cash shortage, loss of client's Properties or the likes etc please tick as applicable). What happened?

Have you been involved in executing or initiating any special Project?: Yes or No
If yes please explain further:

Have you led any team to a successful project completion?

Yes or No. If yes, please explain further: _____

Have you played any social role? Yes or No. If yes please give Details of such role(s):

2. Dates: From _____ To: _____

Name and address of Employer: _____

(Please fill the nearest bus stop)

Post held and _____

Details of Responsibilities _____

Salary _____

Reasons for leaving: _____

3. Dates: From _____ To: _____

Name and address of Employer: _____

(Please fill the nearest bus stop)

Post held and _____

Details of Responsibilities _____

Salary _____

Reasons for leaving: _____

4 Dates: From _____ To: _____

Name and address of Employer: _____

(Please fill the nearest bus stop)

Post held and _____

Details of Responsibilities _____

Salary _____

Reasons for leaving: _____

Medical History

Have you suffered from any major illness? _____

If so, when? _____

Type of Illness:

Duration of illness: _____

Have you had any major illness? Yes / No: _____

If yes, please give details

If required to undergo a medical check up, would you agree? Yes / No. _____

Extra Curricular Activities

Give details of your hobbies

Additional Information

Probable date of resumption:

Notice required from present Employer

Expected Salary: ₦

References

References (please a detailed address is required and closest bus stop/major road should be indicated)

1. Previous Employer

2. Last Employer

Name: _____

Address: _____

(Please fill the nearest bus stop)

Office/Mobile Telephone: _____

Office / Mobile Telephone _____

3. Personal

4. Personal

Referee Name: _____

Office Name: _____

Office Address: _____

(Please fill the nearest bus stop)

Department: _____

Office/ Personal Telephone: _____

Office / Personal Telephone _____

DECLARATION

Ideclare that the statements made in this Application Form and in any documents supplied by me to support my application are, to the best of my knowledge and belief, factually correct and true.

I understand that, should any such statements be found to be false or misleading, my application will be subject to review and may be terminated.

Signature /Date _____

For official use only

Date of Interview: _____

Client Location of the interview: _____

Summary of the Interview: _____

Medical examination report: _____

Expected date of resumption: _____

Processed by: _____

Signature/Date: _____

Verification Unit Comments: _____

References Confirmed By:

Academic _____

Personal _____

Previous Employer _____

Signature/Date: _____