



Passport
Photograph

Left Index Finger

Right Index Finger

Signature

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Name: _____

Telephone Number: _____

BVN: _____

Residential Address (Kindly indicate the nearest bus-stop): _____

Permanent Hometown Address (Kindly indicate the nearest bus-stop): _____

Personal Telephone Number: _____ Email Address: _____

Nationality: _____ Sex: _____

State of Origin: _____ Local Govt.: _____

Hometown: _____

Date of Birth: _____ Place of Birth: _____

Marital Status: _____ Spouse Name: _____

Spouse Address (Kindly indicate the nearest bus-stop): _____

Spouse Telephone Number: _____

PFA Name: _____ RSA PIN: _____

NHF Number: _____

National Identification Number: _____



Next of Kin: _____ Relationship: _____
Address of Next of Kin (*Kindly indicate the nearest bus-stop*): _____

EMPLOYMENT FORM

Next of Kin Telephone Number: _____

Name of Children (Max. of 4) – Last child's name first

Name:	Date of Birth:
_____	_____
_____	_____
_____	_____
_____	_____

EDUCATIONAL HISTORY

Institution(s) attended	Qualification(s) obtained / Course of study	Date obtained	Grade



LANGUAGE SPOKEN (State any other two languages):

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

CURRENT/LAST EMPLOYMENT HISTORY

EMPLOYMENT HISTORY 1

Dates: From: _____ To: _____

Name and address of company (*Please indicate nearest Bus Stop*): _____

Post held: _____ 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 _____

(Please tick as applicable - insubordination, disciplinary issues, cash shortage, loss of client's properties or the likes etc.) _____

Kindly provide more details _____

Have you ever been dismissed? YES or NO _____

If YES, kindly provide more details _____

Have you ever been asked to resign? YES or NO _____

If YES, kindly provide more details _____



Have you ever terminated? YES or NO _____
If YES, kindly provide more details _____

Have you been involved in executing or initiating any special projects? YES or NO _____
If YES, kindly provide more details _____

Have you ever been arrested, fined, or imprisoned for violation of any law (excluding minor traffic offences)? YES or NO _____
If YES, kindly provide details and full particulars of case(s) by attaching relevant documents

Have you led any team to a successful project completion? YES or NO _____
If YES, kindly provide more details _____

Have you played any social role? YES or NO _____
If YES, kindly provide more details _____

EMPLOYMENT HISTORY 2

Dates: From: _____ To: _____

Name and address of company (*Please indicate nearest Bus Stop*): _____

Post held: _____ Duration: _____

Details of responsibilities: _____

Salary: _____ Reasons for leaving: _____

Any outstanding loan: _____ Repayment plan: _____



EMPLOYMENT HISTORY 3

Dates: From: _____ To: _____

Name and address of company (*Please indicate nearest Bus Stop*): _____

Post held: _____ Duration: _____

Details of responsibilities: _____

Salary: _____ Reasons for leaving: _____

Any outstanding loan: _____ Repayment plan: _____

MEDICAL HISTORY

Have you suffered from any major illness? YES or NO _____

If YES, when? _____

Type of illness: _____

Duration of illness: _____

Have you had any major illness? YES or NO _____

If YES, kindly provide more details _____

If required to undergo a medical check, would you agree? YES or NO _____

EXTRA CURRICULAR ACTIVITIES

Kindly provide details of your hobbies: _____

REFERENCES LAST EMPLOYER

Name of company: _____

Address of company (*Please indicate nearest Bus Stop and major road*): _____



Office / Mobile Telephone Number: _____

PERSONAL

Referee Name: _____

Name of company: _____

Company address: _____

Email address: _____

PREVIOUS EMPLOYER

Name of company: _____

Address of company (*Please indicate nearest Bus Stop and major road*): _____

Office / Mobile Telephone Number: _____

PERSONAL

Referee Name: _____

Name of company: _____

Company address: _____

Email address: _____

DECLARATION

I, _____, declare that the information provided in this Employment Form and in any documents supplied by me to support my application are, at the best of my knowledge and belief, factually correct and true.

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

Signature: _____ Date: _____

No. 12, Tetteh Okulley Street, Achimota Neoplan

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