Employment Form

*Please use black or blue ink to fill the form.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **JOB TITLE: CLOSING DATE: JOB REF:** | | | | | | | | | |
| **PERSONAL DETAILS:** | | | | | | | | | |
| Surname:  Other names(in full):  Date of Birth:  Gender:  State of Origin: LGA:  Spoken Language(s): | | | | | Address:    Telephone:  Email address: | | | | |
| **EMPLOYMENT History:** From most recent (*Please use additional sheet(s), if you need to)* | | | | | | | | | |
| Dates  From – To | Employer | Job Title/Duties | | | | Salary | | Reason for  leaving | |
|  |  |  | | | |  | |  | |
| **EDUCATION AND TRAINING** (Please include all education and training undertaken) | | | | | | | | | |
| School/College/Other | | | Qualification | | | | Grade | | Year |
|  | | |  | | | |  | |  |
| **REFERENCES:** | | | | | | | | | |
| Please give the names, addresses, telephone numbers and status of three referees who are willing and able to give an opinion on your abilities and academic/professional experience (if required). One referee should be your present or past employer. | | | | 1.  Tel/ Email address:- | | | | | |
| 2.  Tel/ Email address:- | | | | 3.  Tel/Email address:- | | | | | |
| **DECLARATION**  I hereby declare that the information contained in this form is to the best of my knowledge correct. I understand that any wilful misstatement renders me liable to disqualification or instant dismissal if engaged.  Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| Thank you for completing the form. Attach a copy of your credentials and return same to:  The Manager  Neighbourhood Guest House  Plot 20, Akande S.B Street  Kado Estate Phase 1  Abuja. or  e-mail: [neighbourhoodguesthouse@gmail.com](mailto:neighbourhoodguesthouse@gmail.com)  We look forward to hearing from you. | | | | | | | | | |