|  |
| --- |
| **Pre-Interview format** |
| **Full Names (Surname 1st):** |  |
| **Residential Address**  **(If different from the address above):** |  |
| **Office Address**  **(e.g. Marina, Lagos State ):** |  |
| **Mobile Phone Number (s):** |  |
| **Job Title of Position Sought:** |  |
| **Current/Last Job Title:** |  |
| **Current/Last Job Level:** |  |
| **Current Employer:**  |  |
| **Current Sector:** |  |
| **Date of Birth (dd/mm/yy):** |  | **Gender:** |  |
| **Nationality:** |  |
| **PREVIOUS EMPLOYMENT** (pls list your last 3 previous employments with dates)  |
| **Previous Employment 1 (Employer Name, Position Held & Dates):**  |
|  |
| **Previous Employment 2 (Employer Name, Position Held & Dates):**  |
|  |
| **Previous Employment 3 (Employer Name, Position Held & Dates):**  |
|  |
| **Total Years of Experience:**  |  |
| **Relevant Years of Experience**: |  |
| **REPORTING LINES** |
| **Who in your current/last employment do/did you report to?** (Job Title): |
|  |
| **Who currently reports to you?** (Job Title & Number of People):  |
|  |
| **Countries of Experience:**  |  |
| **What is your level of proficiency in the following computer applications, please tick as appropriate?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Beginner** | **Intermediate** | **Advanced** |
| **Microsoft Word:**  |  |  |  |
| **Microsoft Outlook:**  |  |  |  |
| **Microsoft Excel:** |  |  |  |
| **Microsoft PowerPoint:** |  |  |  |
| **Microsoft Access:**  |  |  |  |
| **Others: (please specify)** |

 |
| **First Degree (Course of Study / Institution / Graduation Date):** |
|  |
| **Masters/MBA/PhD:** |
|  |
| **Professional Qualifications (Certification / Awarding Body / Date):** |
|  |
|  |  |

|  |  |
| --- | --- |
| **Total Guaranteed Annual Gross Salary:**  |  |
| **Current Monthly Net Salary (after tax):**  |   |
| **Performance Based Pay (if applicable):**  |  |
| **Amount of Last Bonus Received (if applicable):** |  |

|  |
| --- |
| **Other Cash Benefits** |
| **Non – Cash Section** |
| **Benefits** |
| **Expected Salary (Annual Gross):**  |
| **Expected Salary (Monthly Net):**  |
| **Expected benefits (please specify)** |

**Name of Applicant:**

**Date:**

**PLEASE NOTE:** All information provided on this form and during the interview process will be verified before the expiration of your probation period.