|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.