

MASTER-EYE SECURITY SERVICES LIMITED

Head Office: JB House

37, Church Street, Jos.

Abuja Office: Suit 215,
Plot 630, Ebenezer Place,
Area 1. FCT-Abuja.

mastereyeservicesltd@aol.com

09016907434

RC 1698842



EMPLOYEE DATA FORM

Affix 2
passport

PERSONAL INFORMATION

Title: _____ Surname: _____ First Name _____

Middle Name: _____ Sex: _____

Date of Birth _____

Current Residential Address _____

Area/City _____ Landmark/Nearest Bus stop _____

LGA _____ State _____ Country _____

Home Town Address _____

Area/City _____ Landmark/Nearest Bus stop _____

LGA _____ State _____ Country _____

Email: _____

Mobile No. 1 _____ 2. _____

Name and Address of Spouse: _____

_____ Tel: _____

Name and Address of Father: _____

_____ Tel: _____

Name and Address of Mother: _____

_____ Tel: _____

Previous Employment (Name of Organisation): _____

_____ Position: _____

Do you have any previous or current criminal record? (if yes, briefly state it) _____

Do you have any health challenge? (if yes, briefly state it) _____

Name and Place of worship: _____

Name of Pastor/Imam: _____

Next of Kin

Name: _____

Relationship: _____

Permanent Residential Address _____

Area/City _____ Landmark/Nearest Bus stop _____

LGA _____ State _____

Country _____

Email: _____

Mobile Phone No: 1 _____ 2. _____

MEANS OF IDENTIFICATION

☐ National ID Card ☐ Driver's License ☐ Int'l Passport ☐ PVC

ID No

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 Issue Date

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Expiry Date

EDUCATIONAL QUALIFICATION

EMERGENCY CONTACT

- 1. Preferably, close family members, associates or work colleagues not staying at the same address.**

Title: _____ Surname _____ First Name _____

Relationship_____

Residential Address _____

Landmark _____ Area/City _____

LGA _____ State _____

Office Address _____

- 2. Preferably, close family members, associates or work colleagues not staying at the same address.**

Title:___Surname_____First Name_____

Relationship_____

Residential Address _____

Landmark _____ Area/City _____

LGA _____ State _____

Office Address _____

DECLARATION

I _____ hereby declare that the above information is true to the best of my knowledge I also agreed to abide by all rules and regulations as may be made by Master-Eye Security Services Limited from time to time.

Signature of staff: _____ staff's thump print  date: _____

GUARANTOR'S FORM 1

Passport

Name: _____

Present Residential Address: _____

Office/business name: _____

Office Address: _____

Rank/Position: _____

Mobile Phone No: _____

DECLARATION

I _____ of _____
_____ hereby accept to stand as a guarantor to _____
_____ whose particulars are as
provided overleaf. He/She is my _____ and known to me since _____

I consider him/her physically fit, trustworthy and free from any criminal record and
tendencies and therefore suitable for employment in **MASTER-EYE SECURITY SERVICES
LIMITED**.

I hereby agree to stand as a surety for the employee. To indemnify (jointly or severally)
MASTER-EYE SECURITY SERVICES LIMITED against all losses, damages, shortages and other
mishaps (main and consequentially) that may occur to **MASTER-EYE SECURITY SERVICES
LIMITED**, its clients and third party from act(s) of negligence or otherwise of the employee,
whether absconded or not. To assist the law enforcement agents to fish out the employee
in an event of absconding and bear all investigation expenses.

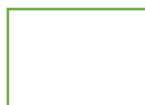
I also agree that the deployment, confirmation, transfer and promotion of the employee by
MASTER-EYE SECURITY SERVICES LIMITED depend on this guarantee.

This agreement remains the whole and entire agreement. No other agreements or
representations, oral or written, have been made.

I hereby confirmed that the above information is true and correct to the best of my
knowledge.

Signature

Thump print



Date _____

Note:

It is dangerous to guarantee any person that is not well known to you.
Notify us in writing in case you wish to withdraw your guarantorship.

GUARANTOR'S FORM 2

Passport

Name: _____

Present Residential Address: _____

Office/business name: _____

Office Address: _____

Rank/Position: _____

Mobile Phone No: _____

DECLARATION

I _____ of _____
_____ hereby accept to stand as a guarantor to _____
_____ whose particulars are as
provided overleaf. He/She is my _____ and known to me since _____

I consider him/her physically fit, trustworthy and free from any criminal record and tendencies and therefore suitable for employment in **MASTER-EYE SECURITY SERVICES LIMITED**.

I hereby agree to stand as a surety for the employee. To indemnify (jointly or severally) **MASTER-EYE SECURITY SERVICES LIMITED** against all losses, damages, shortages and other mishaps (main and consequentially) that may occur to **MASTER-EYE SECURITY SERVICES LIMITED**, its clients and third party from act(s) of negligence or otherwise of the employee, whether absconded or not. To assist the law enforcement agents to fish out the employee in an event of absconding and bear all investigation expenses.

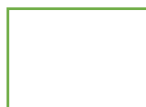
I also agree that the deployment, confirmation, transfer and promotion of the employee by **MASTER-EYE SECURITY SERVICES LIMITED** depend on this guarantee.

This agreement remains the whole and entire agreement. No other agreements or representations, oral or written, have been made.

I hereby confirmed that the above information is true and correct to the best of my knowledge.

Signature

Thump print



Date _____

Note:

It is dangerous to guarantee any person that is not well known to you.
Notify us in writing in case you wish to withdraw your guarantorship.

DOCUMENTS

Note the followings:

- 1. Non-Refundable Application Fee of One Thousand Naira 1,000 must be paid.**
- 2. Two passport photographs of the applicant, photocopies of credentials.**
- 3. Letter of undertaking from each of your guarantors.**
- 4. Guarantor's valid means of identification (National ID card, Driver's License, Int'l Passport, Permanent Voter's Card)**
- 5. If either or both guarantor is/are currently serving with any Armed Forces or Paramilitary, photocopy services ID card must be provided.**
- 6. The letter of undertaking must be addressed to: The Manager, Master-Eye Security Services.**

Signature

Date

MASTER-EYE SECURITY SERVICES LIMITED

RC 1698842



Carefully read the outlined offences and apportioned penalties below.

Revert back to your instructor for clarity if there is any of the below stated portion that you do not understand before appending your signature.

S/N	OFFENCES	PENALTIES
1	Stealing	Dismissal without Pay and Handed to Police
2	Divulging Company or Client's Secrets	Dismissal without Pay and Handed to Police
3	Fighting on duty	Dismissal without Pay
4	Sleeping on duty	Dismissal without Pay or any other punishment
5	Drunkenness at work	Dismissal without Pay
6	Conveying of meeting without management approval	Dismissal without Pay and possible litigation of all staff involved
7	Willful damage of client's or company property	Full payment for the property and damage
8	Assault on colleague, client or visitor	Dismissal without Pay or any other punishment
9	Use of alcohol or illegal substances on duty	Dismissal without Pay or any other punishment
10	Forgery and Fraud	Dismissal without Pay and Handed to Police
11	Conspiracy to commit crime	Dismissal without Pay and possible prosecution
12	Incitement of colleague	Dismissal without Pay and possible prosecution
13	Refusal of posting	Termination of employment
14	Stubbornness or disloyal attitude	Termination of employment
15	Leaving post/beat unmanned	Dismissal without Pay and possible prosecution
16	Signing in for a colleague or signing a wrong time, carrying out unsigned duties	5 days pay deduction
17	Idle talk	7days pay deduction
18	Non-compliance with post order	7 days pay deduction depending on the importance of the order
19	Negative attitude/rudeness to client, his/her visitors or superior officer	7 days pay deduction and re-training
20	Telling lies/deceit	2-5 days pay deduction
21	Receiving visitors at the guard-house(post)	3 days pay deduction
22	Loud argument, use of offensive language while on duty	2-5 days pay deduction
23	Absence from duty without permission	Termination of employment
24	Dirty Appearance or Improper Dressing 1. Minor e.g. unbuttoned shirt 2. Major e.g. wearing of slippers or canvas	2-5 days pay deduction
25	Lateness to work, leaving post before closing time, smoking on uniform	3 days pay deduction
26	Loss of kits	Guard to pay for the kits
27	Unnecessary familiarity with client's visitor or staff	Termination of employment or immediate redeployment
28	Three booking within a month	Termination of employment
29	Six booking within three months	Termination of employment
30	General misconduct eg. dancing, playing loud music while on duty etc.	2 days pay deduction and immediate redeployment

ATTESTATION

I _____ hereby pledged to abide by the rules and regulations of the Company knowing the consequences of my action(s) in the event of any breach or default to the rules and regulations guiding my services under the Company.

I also stand liable to my personal action(s) which contradict my statutory assignment by the Company hence I accept to be subject to the penalties stipulated for each of the offences accordingly.

SIGNATURE

DATE

ACCOUNT DETAILS

ACCOUNT NAME	
ACCOUNT NUMBER	
BANK	

Photocopy after signing and submit the original copy to the office.