## EMPLOYEE DATA FORM

**PERSONAL INFORMATION**

Full Name: Click or tap here to enter text.

Gender: ­­­­­­­­­­­Click or tap here to enter text. Date of Birth: Click or tap here to enter text.

Marital Status:Click or tap here to enter text. Telephone Number: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Residential Address: Click or tap here to enter text.

Nearest Bus-stop: Click or tap here to enter text. Nationality: Click or tap here to enter text.

Permanent/Family Home Address: Click or tap here to enter text.

Nearest Bus-stop Click or tap here to enter text. State of Origin: Click or tap here to enter text.

L.G.A: Click or tap here to enter text. Town/Village: Click or tap here to enter text.

Senatorial Zone: Click or tap here to enter text. Ward: Click or tap here to enter text.

\*I. D card type: Click or tap here to enter text. I.D card No: Click or tap here to enter text.

*(voters’ card, NIN, driver’s license, international passport)*

**HEALTH**

Blood group: Click or tap here to enter text. Genotype: Click or tap here to enter text.

Illness/ Allergies: Click or tap here to enter text. If yes state: Click or tap here to enter text.

Any physical disability: Click or tap here to enter text. If yes state: Click or tap here to enter text.

Any previous criminal records? Yes: Click or tap here to enter text. No: Click or tap here to enter text.

If Yes Explain: Click or tap here to enter text.

**BANK DETAILS**

Account Name: Click or tap here to enter text.

Account Number: Click or tap here to enter text. BVN: Click or tap here to enter text.

Bank Name: Click or tap here to enter text.

**NEXT OF KIN**

***(Accepted information: brother, sister or immediate family members)***

Full Name: Click or tap here to enter text.

Residential Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text.

Country: Click or tap here to enter text.

Relationship: Click or tap here to enter text. Telephone Number: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

***\*This information is to enable us contact your immediate family members in case of an emergency.***

You are required to attach the following documents along with your completed data form:

1. Two (2) guarantors’ information
2. Passport photograph of each guarantor
3. Guarantor’s Identity card
4. Educational Credentials (WAEC, NECO, HND, OND, Bachelor’s Degree)
5. Professional certificate
6. Passport photograph
7. Valid Identity card

I declare that the above stated information is valid and correct.

Signature: Click or tap here to enter text. Date: Click or tap here to enter text.

***GUARANTOR FORM***

Full Name: Click or tap here to enter text.

Home Address: Click or tap here to enter text.

Nearest Bus-stop: Click or tap here to enter text. City/Town: Click or tap here to enter text.

Company: Click or tap here to enter text.

Company’s Address: Click or tap here to enter text.­­­­­

Nearest Bus-stop: Click or tap here to enter text. City/Town: Click or tap here to enter text.

Telephone Number: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

I Chief/Mr./Mrs./Miss Click or tap here to enter text. with the above particulars, having known the above employee for at least Click or tap here to enter text. years hereby agree to guarantee him/her of any misappropriation or otherwise indemnify the company with the loss established.

That this guarantee is given in good faith and that all particulars and information is supplied with full understanding of the consequence.

Thank you.

Signature: Click or tap here to enter text. Date: Click or tap here to enter text.

*\*Kindly ensure that all information’s provided are correct and up to date as they will be verified by the appropriate personnel.*

**FOR OFFICIAL USE ONLY**

Verification date: Click or tap here to enter text.

Confirmation Status: Click or tap here to enter text.

Name of Verification Officer: Click or tap here to enter text. Date & Signature: Click or tap here to enter text.