

**Vesta Healthcare Partners Nigeria Limited**

**JOB APPLICATION FORM\***

\*Please read accompanying notes below on how to complete this Form

**PLEASE COMPLETE FORM IN BLOCK LETTERS USING BLACK INK**

<b>Position Applied For</b>		<b>PROJECT ASSOCIATE</b>		
<b>Title</b>	MISS	MRS	MR	DR
<b>Names</b>	FIRST	MIDDLE	LAST	MAIDEN
<b>Date of Birth</b>	DAY	MONTH	YEAR	
<b>Gender</b>	FEMALE		MALE	
<b>Marital Status</b>	SINGLE	MARRIED	DIVORCED	OTHER
<b>Email Addresses</b>	ADDRESS 01		ADDRESS 02	
<b>Home Address</b>	HOUSE NUMBER	STREET	TOWN/LOCALITY	CITY
<b>Telephone Numbers</b>	HOME	MOBILE	OTHERS	
<b>Education Summary</b>				
<b>Institution(s)</b>	<b>Qualification(s)</b>	<b>Class/Level</b>	<b>Date(s) Obtained</b>	<b>Original Certificate Available (Yes<sup>1</sup>/No)</b>

<sup>1</sup> If Yes, please attach a copy of your **ORIGINAL** qualification(s)/certificate(s)

**Employment Summary**

CURRENT POSITION	CURRENT EMPLOYER	NO OF YEARS WITH EMPLOYER	CURRENT SALARY (PER ANNUM)	EXPECTED SALARY (PER ANNUM)	NOTICE PERIOD

REASON(S) FOR CONSIDERING LEAVING

**Employment Record since Graduation (Begin with Most Recent Employer)**

Date(s)	Employer	Position Held

**NYSC Posting and Service**

Date(s)	Employer	Position Held

**Specific Office Management Consulting Experience**

- Name of assignment or project:
  - Year:
  - Location:
  - Client:
  - Main project features:
  - Role:
  - Activities performed:
- 
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  - Year:
  - Location:
  - Client:
  - Main project features:
  - Positions held:
  - Activities performed:

**Details of three (3) Referees, one of who must be your current or most recent employer: name, designation, addresses and contact details (phone number, email)**

REFEREE 1 (Current or Most Recent Employer)	REFEREE 2	REFEREE 3

**Typing, Research & Software Skills**

Typing (Words Per Minute)	Research Skills (Excellent, Good, Fair)	Microsoft Office Suite (Categorise each as Excellent, Good, Fair)	Others (Categorise each as Excellent, Good, Fair)
		Outlook	Adobe Indesign
		Word	Adobe Creative Suite
		PowerPoint	Adobe Photoshop
		Access	Corel Draw
		Excel	MS Publisher
		Project Manager	MS

**Leisure Interests**

**Declaration**

"I hereby declare that the information provided by me in this application form is a true and honest account of my current and previous status"

Name (In Block Letters)	Signature	Date

**NOTES ON COMPLETING THE JOB APPLICATION FORM**

- Application Form and Process:** The primary information document to use to consider you for employment is your Job Application Form. Please complete the Job Application Form carefully and fully, using block letters (typed or hand-written) in black ink. The information provided in the Job Application Form will be used for the purposes of short-listing and any subsequent decisions on your suitability for the advertised position.
- Personal Information Provided** (Names; Date of birth; Sex; Marital Status, Home address): The use of this information would be confined to the selection process only and would remain confidential.
- Telephone Numbers:** Please provide us with you full telephone numbers including the area code and specify which number you would prefer for us to call you, in the event that this becomes necessary.
- Names and addresses of educational institutions attended:** Please provide us with the details of the institutions including the name, address and dates of your attendance at these institutions. Where possible, please indicate any distinctions, prizes and/or any exceptional positions you held whilst attending these institutions. The information you provide may be checked to ensure authenticity.
- Educational Qualifications:** Please list all your educational qualifications including the class or division of your undergraduate degree, the granting body and the year obtained. **You will be required to produce for verification, the original copies of all qualifications if you are selected to attend for interview.**

6. **Full work history (starting with most recent):** Please list all of your previous work/career experience starting with your current job. Please include the dates of all appointments and explain any gaps in employment. In listing all of your previous appointments, please use a separate sheet if necessary.
7. **Details of three (3) Referees:** We need to have the details, on file, of three (3) referees (one of who must be your current or most recent employer) who can attest and affirm your suitability for the position. We shall **NOT** contact your referees for Letters of Reference until your application has been successful and a formal Job Offer Letter has been issued.
8. **Declaration:** By signing this form, you are confirming that the information you have provided to the company is true and accurate. If the information is subsequently found to be inaccurate or misleading, this is a serious offence which would result in a disciplinary process and may recommend summary dismissal.