**Confidential**

**PENTECOST UNIVERSITY**

**APPLICATION FORM (ADMINISTRATIVE STAFF)**



Position Being Sought: ………………………………………………………………………………….

1. PERSONAL PARTICULARS

Surname: …………………………………………………………………………………………

First Name: ………………………………………………………………………………………

Previous Name (if any): …………………………………………………………………………

Contact Postal Address: …………………………………………………………………………

E-mail Address: …………………………………………………………………………………

Cell phone No(s).: ………………………………………………………………………………

Nationality: …………………………………. Home Town: ……………………………

Nationality at Birth (if different): ………………………………………………………………

Date and Place of Birth: ……………………… Religion: ………………………………..

Marital Status: ……………………………….. Name of Spouse: ……………………….

Total No. of Children: ………………………………………………………………………….

Names and Dates of Birth:

NAME DATE OF BIRTH

i…………………………………………………………… ……………………………

ii. …………………………………………………………. ……………………………

iii. ………………………………………………………… ……………………………

iv. …………………………………………………………

v. ………………………………………………………….. ……………………………

2. EDUCATION (List schools attended from secondary to tertiary with dates)

Particulars of qualifications (Class of degree, distinctions, awards etc. including dates and places of awards)

3. DETAILS OF GRADUATE POGRAMME

Course Work:…………………………………………………………………………………….

Research Area: …………………………………………………………………………………

4. PRESENT APPOINTMENT

Name of Institution/Organization: ………………………………………………………………

Position (including date): ………………………………………………………………………

Emoluments:

Basic Salary: ……………………………… Allowances: …………………………..

Others: …………………………………………………………………………………………

5. PREVIOUS EMPLOYMENTS (Last three)

Institution/Organization Position Held Date

…………………………………….. …………………………….. ……………

…………………………………….. …………………………….. ……………

…………………………………….. ……………………………... ……………

6. ACHIEVEMENTS IN PREVIOUS EMPLOYMENTS

Institution/Organization: …………………………………………………………………………

Position Held: ……………………………………………………………………………………

Accomplishment(s):

Institution/Organization: …………………………………………………………………………

Position Held: ……………………………………………………………………………………

Accomplishment(s):

Institution/Organization: …………………………………………………………………………

Position Held: ……………………………………………………………………………………

Accomplishment(s):

7. PROFESSIONAL AFFILIATIONS *(List professional bodies of which you are a fully-qualified member and in good standing)*

Name Membership Type Year Attained

a)………………………………………. …………………………. ……………………

b)………………………………………. …………………………. ……………………

c)……………………………………….. …………………………… …………………

8. A brief statement indicating why you think you should be employed by the University; what qualities you are bringing on board and what you expect to achieve within 5 years if you are employed.

9. What do you know about Pentecost University and why do you want to work for the University?

10. REFEREES: *Give names and addresses of three (3) referees. At least two of them should be business associates or persons with or under whom the candidate has ever worked).*

a) Name: ……………………………………………………………………………………

Institution/Organization: …………………………………………………………………

Cell phone Number(s): …………………………………………………………………

Email Address: …………………………………………………………………………..

b) Name: ……………………………………………………………………………………

Institution/Organization: …………………………………………………………………

Cell.phone Number(s): …………………………………………………………………

Email Address: …………………………………………………………………………...

c) Name: …………………………………………………………………………………….

Institution/Organization: …………………………………………………………………

Cell phone Number(s): …………………………………………………………………..

Email Address: …………………………………………………………………………..

*Applicants are advised to request referees to respond promptly to enquiries when made.*

Signature:

Date: