

PELVIN COMPANY LIMITED

PRIVATE EMPLOYMENT AGENCY

EMPLOYMENT APPLICATION FORM

DATE:

POSITION APPLIED FOR:

(See the last page and select from the list)

PERSONAL INFORMATION:

NAME OF APPLICANT: SURNAME OTHER NAMES

ADDRESS – POSTAL

HOME

E-MAIL (if any) PHONE NO.

GENDER: MALE/FEMALE (tick)

DATE OF BIRTH:

MARITAL STATUS: MARRIED/SINGLE (tick) No. OF CHILDREN:

LANGUAGE (s) SPOKEN:

NATIONALITY (if not Ghanaian)

SSNIT NO. (if any)

EDUCATIONAL BACKGROUND

LEVEL	INSTITUTION	DURATION		PROGRAMME/COURSE	QUALIFICATION
		FROM	TO		
TERTIARY					
2ND CYCLE					
1 ST CYCLE					

SPECIAL COURSES (if any)

PROFESSIONAL

INSTITUTION	DURATION		PROGRAMME	QUALIFICATION
	FROM	TO		

TRAINING				
INSTITUTION	DURATION		PROGRAMME	QUALIFICATION
	FROM	TO		

EMPLOYMENT/WORK EXPERIENCE (please complete in chronological order)

COMPANY	POSITION HELD	DURATION		REASONS FOR LEAVING
		FROM	TO	

HOBBIES AND INTERESTS

.....

SPECIAL SKILLS (list all special skills you think you posses)

.....

REFERENCES (Give two references, preferably from past employers, college or school tutors)

- | | |
|---------------|---------------|
| 1. NAME | 2. NAME |
| STATUS | STATUS |
| ADDRESS | ADDRESS..... |
| TEL. | TEL. |

ANY OTHER RELEVANT INFORMATION

.....
.....

DECLARATION

(Please Read Carefully Before Signing)

THE FACTS SET ABOVE IN THIS APPLICATION, AS WELL AS ANY OTHER DOCUMENTS SUBMITTED IN CONNECTION WITH THIS APPLICATION ARE TRUE AND COMPLETE AND THAT I AUTHORIZE **PELVIN COMPANY LIMITED** TO APPROACH PROSPECTIVE EMPLOYERS ON MY BEHALF. I WILL ALSO INFORM **PELVIN COMPANY LIMITED** IF I GET AN OFFER THROUGH SUCH APPROACH OR INFORMATION.

I UNDERSTAND THAT **PELVIN COMPANY LIMITED** WILL INFORM MY EMPLOYERS IF FALSE STATEMENTS, MISREPRESENTATION OR OMISSION OF MATERIAL FACTS ARE FOUND ON THIS APPLICATION. THIS SHALL BE CONSIDERED SUFFICIENT CAUSE FOR REFUSAL TO HIRE OR DISMISSAL WHENEVER DISCOVERED.

I UNDERSTAND AND AGREE THAT IF I GAIN EMPLOYMENT THROUGH **PELVIN COMPANY LIMITED**, MY ONE MONTH GROSS SALARY/WAGES (INCLUDING ALL OTHER ALLOWANCES/INCENTIVES), TO BE SPREAD OVER THREE (3) CONSECUTIVE MONTHS, WILL BE DEDUCTED AT SOURCE AND REMITTED TO **PELVIN COMPANY LIMITED**.

SIGNATURE OF APPLICANT: DATE:

LIST OF POSITIONS (among others)

Please tick the desired position or write it down if not found among those listed below:

- | | |
|---------------------------|--------------------------|
| ACCOUNTANT | PROJECT DIRECTOR |
| ACCOUNTS CLERK | PUBLIC RELATIONS MANAGER |
| ADVERTISING MANAGER | PLUMBER |
| CUSTOMER SERVICE MANAGER | PHARMACIST |
| ADMINISTRATIVE ASSISTANT | RECEPTIONIST |
| CIVIL ENGINEER | TYPIST |
| DRILLER | TELLER |
| DRIVER | WAITPERSON |
| FOREMAN | SCHOOL PRINCIPAL |
| EXECUTIVE SECRETARY | SYSTEMS ANALYST |
| CREDIT ANALYST | SECURITY GUARD |
| COMPUTER PROGRAMMER | SALES CLERK |
| COMPUTER HARDWARE ANALYST | BANKER |
| CASHIER | CATERER |

OTHER