



EMPLOYMENT HISTORY DATA

POST APPLIED FOR:	
SURNAME:	
FIRSTNAME:	
MIDDLE NAME:	
HOME ADDRESS:	
PERMANENT ADDRESS:	
STATE OF ORIGIN:	
TELEPHONE NUMBER:	
DATE OF BIRTH:	
MARRIED OR SINGLE:	
NAME OF SPOUSE:	
NO OF CHILDREN:	

EDUCATIONAL QUALIFICATION:

FORM OF SCHOOL	SCHOOLS ATTENDED	DATES	YEARS IN SCHOOL	GRADE OBTAINED
PRIMARY				
SECONDARY				
UNIVERSITY				

WORK EXPERIENCE:

LOCATION / PLACE OF WORK	POSITION	FROM WHEN	TO WHEN	REASON FOR LEAVING

REFEEREE'S NAME:

ADDRESS / TEL:

REFEEREE'S NAME:

ADDRESS / TEL:

What was your Salary per Month
in your last employment

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If given employment when are you likely to start

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Among the listed Branches below, where can you not work

WEST NORTH EAST NORTH

WHY, IF NOT ,

SIGNNATURE

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INTERVIEW QUESTIONNAIRE

TYPE		QUESTION	ANSWER	SCORE 0 - 5
Background	1	Tell me about yourself?		
	2	What have you been doing since your last job?		
	3	Why do you want to work here?		
	4	Why did you leave your last job?		
Qualification	5	What can you do for us that someone else can't?		
	6	What new skill and capabilities have you developed recently?		
	7	Give an example from a previous job experience where you have shown initiative?		
	8	What has been your greatest accomplishment on the job?		
	9	What motivates you in your work?		
	10	What experience do you have in this field		
Your Career Goals	11	What have you been doing since your last job?		
	12	What would you like to be doing five years from now?		
	13	What are your career Goals?		
	14	What are your future plans?		
	15	What type of position are you interested in ?		
	16	How will this job fit into your career plans?		
Work Experience	17	What do you expect from this job?		
	18	What have you learned from your past job?		
	19	What were your biggest responsibilities?		
	20	How does your previous experience relate to this position?		
	21	What did you like most/ least about your last job?		
	22	Describe your work ethic		

TYPE		QUESTION	ANSWER	SCORE 0 - 5
	23	How do you think your education has prepared you for this position?		
	24	What were your favourite classes/ activities at school?		
	25	Why do you choose your profession?		
	26	What is your major weakness		
	27	What are your best skills?		
	28	What salary are you expecting?		
	29	What are your Hobbies?		
	30	Do you prepare to work by your self or with others?		
	31	Do you have questions for me/us?		
	32	Are you married or single, if married how many kids?		
	33	Where is your present Residence		

_____ DATE

_____ SEX

_____ AGE