



# EMPOWER 54

## EMPLOYMENT APPLICATION FORM

*For*

OFFICIAL USE ONLY:

NAME: \_\_\_\_\_

EMPLOYEE POSITION: \_\_\_\_\_

EMPLOYMENT LOCATION: \_\_\_\_\_

EMPLOYEE NUMBER: \_\_\_\_\_

EMPLOYEE PHONE NUMBER: \_\_\_\_\_

EMPLOYEE EMAIL ADDRESS: \_\_\_\_\_

**APPLICANT**

Name: \_\_\_\_\_

Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ LGA: \_\_\_\_\_ State: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Current Home Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**POSITION APPLYING FOR:** \_\_\_\_\_

**FAMILY BACKGROUND**

A. Name of Father: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Current Home Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

B. Name of Mother: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Current Home Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

C. Name of Guarantor: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Current Home Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

**EDUCATION**

**PRIMARY SCHOOL:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dated attended: \_\_\_\_\_

Did you graduate? \_\_\_\_\_

What certificates were received upon completion? (If applicable): \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*Please attach copies of certificates received upon completion (if applicable) \*\*\*\*

**SECONDARY SCHOOL**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dated attended: \_\_\_\_\_

Did you graduate? \_\_\_\_\_

What certificates were received upon completion? (If applicable): \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*Please attach copies of certificates received upon completion (if applicable) \*\*\*\*

**UNIVERSITY OR HIGHER EDUCATION INSTITUTE**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dated attended: \_\_\_\_\_

Did you graduate? \_\_\_\_\_

What certificates were received upon completion? (If applicable): \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*Please attach copies of certificates received upon completion (if applicable)\*\*\*\*

## **WORK HISTORY**

**A. Name of Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Name of Supervisor or Manager:** \_\_\_\_\_

**Position You Occupied:** \_\_\_\_\_

**Duties:** \_\_\_\_\_

**Dates Worked There:** \_\_\_\_\_

**Reasons for Leaving:** \_\_\_\_\_

**B. Name of Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Name of Supervisor or Manager:** \_\_\_\_\_

**Position You Occupied:** \_\_\_\_\_

**Duties:** \_\_\_\_\_

**Dates Worked There:** \_\_\_\_\_

**Reasons for Leaving:** \_\_\_\_\_

**C. Name of Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Name of Supervisor or Manager:** \_\_\_\_\_

**Position You Occupied:** \_\_\_\_\_

**Duties:** \_\_\_\_\_

**Dates Worked There:** \_\_\_\_\_

**Reasons for Leaving:** \_\_\_\_\_

**D. Name of Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Name of Supervisor or Manager:** \_\_\_\_\_

**Position You Occupied:** \_\_\_\_\_

**Duties:** \_\_\_\_\_

**Dates Worked There:** \_\_\_\_\_

**Reasons for Leaving:** \_\_\_\_\_

## **REFERENCES**

**\*\*\*\*Note that each individual listed as a reference must write a letter agreeing to be a referral for you and the reference must be willing to stand as a guarantor for you during your employment with Empower 54\*\*\*\***

**A. NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**OCCUPATION:** \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_

**EMPLOYER'S ADDRESS:** \_\_\_\_\_

**EMPLOYER'S PHONE NUMBER:** \_\_\_\_\_

**B. NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

EMPLOYER'S PHONE NUMBER: \_\_\_\_\_

**\*\*\*\*You may submit any other information or qualification that you believe will enable you to gain employment at Empower54\*\*\*\***

**Signed:**

\_\_\_\_\_  
**Name Of Applicant**

\_\_\_\_\_  
**Date**

**This application MUST be attached with the following:**

1. The applicant's current 4 passport size pictures
3. Current resume
4. A typed letter of introduction
5. 2 current letters of reference
6. Copies of educational certificates

**\*\*\*\*Upon employment, the applicant MUST sign the employee contract Agreement which is legally recognized and standing in the Courts of the operating country and the State of Massachusetts\*\*\*\***