



Sodium Brand Solutions is committed to a policy of equal opportunity and the development of positive policies to promote equal opportunity in employment.

Sodium Brand Solutions will use the information you provide in this form to process your application. If your application is successful and you take up employment with us, this form will be kept on your personnel file. If your application is unsuccessful, this form will be kept on file for one year after completion of the recruitment exercise.

Please note that this form is not a "test". We are interested in your personal experience and ideas about the future, every individual is different and there can be no standard approach.

TO BE RETURNED TO:

THE HUMAN RESOURCES MANAGER:

SODIUM BRAND SOLUTIONS LTD.

7B, BOLA AJIBOLA STREET,

OFF COMMUNITY ROAD,

ALLEN AVENUE, IKEJA, LAGOS

EMPLOYMENT APPLICATION FORM

POSITION APPLIED FOR:.....

BIODATA

SURNAME

FIRST NAME

OTHER NAMES

MARITAL

STATUS:

SEX

DATE OF BIRTH (dd/mm/yyyy)

STATE

L.G.A

TEL (LAND):

TEL (MOBILE):

PERMANENT ADDRESS:

POSTAL ADDRESS:

EMAIL ADDRESS:

NUMBER OF CHILDREN

WEDDING ANNIVERSARY

HEALTH STATUS

PHYSICAL DISABILITY (If any):

HEIGHT: _____ WEIGHT: _____

Do You Use Glasses? _____ If Yes, What Type? _____

ACADEMIC BACKGROUND

SCHOOLS ATTENDED

QUALIFICATION OBTAINED

AND GRADE

DATE

WORK EXPERIENCE

DATE

ORGANIZATION

DESIGNATION

JOB SPECIFICATION

QUESTIONS

1. What personal skills/knowledge and attitude do you have that will be relevant to the organization?

2. What makes you unique?

3. What are your personal values? What values are vital in your family?

4. What is your 3-5 year plan for education, career and family?

5. What are your career goals?

6. What are your strengths and weaknesses?

7. What do you find most attractive about this position?

8. Describe your background as a child?

9. What is your computer proficiency level? (Explain) -which packages can you use proficiently

10. What do you expect the organization to do for you (Mention at least 3 things)?

11. Describe your ideal work environment (physical, people e.t.c)

12. Are you willing to work outside your present location? If Yes/No, what are your considerations?

13. What is your definition of success in Life?

14. What do you earn currently. Please include allowances and all other benefits

15. What do you look for in a job? - What do you expect from this job, within the next

one year

16. Why should we hire you?

17. What unique things did you achieve in school? What social activities where you

involved in during your secondary and post secondary school period.

18. List 3 vital contributions you made during your period within the NYSC camp or

your recent employment.

22. In 10 lines describe your personality?

REFEREES

Give name and address of three persons willing to supply reference one of which must be a

present/past employer where applicable.

In about 200 words, write a short essay on why you think we should hire you.

(Please use blank page beyond)

DECLARATION OF APPLICANT

I hereby declare that the information I have provided in this application form is, to the best of

my knowledge and belief, correct and complete.

Warning: if you include any details that you know to be false or if you withhold relevant

information, you may render yourself liable to disqualification from the recruitment exercise or, if

appointed, to dismissal.

N.B. If you submit your application electronically, typing your name will be taken as being as

binding as your signature.

Name:

Address:

Date ----- Signature: -----

HR STAFF ONLY

Received by: _____ Date: _____
_____ Signature _____

Comments about form completion:

SHORT ESSAY