



**EMPLOYMENT RECORDS FORM**

**1. Personal Details (Please write names in full as in official records)**

Employee N°:				Social Security Number:		
<b>Title</b>	Prof.	Dr.	Mr.	Mrs.	Miss	Rev.
Surname:						
Other Name(s):						
Maiden Name	.....		Sex:	Male	<input type="checkbox"/>	Female
					<input type="checkbox"/>	
Date of Birth:	...../...../.....	Place of Birth:	.....			
Nationality:	.....					
Phone N°:	.....			Email:	.....	
<b>Permanent Postal Address:</b>	P. O. Box	.....		City / Town:	.....	
	Country:	.....		Hometown:	.....	

(Please use name as in your official documents)

**2. Family Details:**

Marital Status: Single  Married  Widowed  Divorced

Name of Spouse: ..... Date of Marriage: ...../...../.....

Father's Name: .....

Mother's Name: .....

Next of Kin: ..... Relationship to You: .....

Address: ..... Tel No: .....

Emergency Contact Person ..... Relationship to You .....

Address: ..... Telephone Number .....

**Number of Children:** .....

Names of Children (Provide Names of Additional Children as Attachment)

No	Name	Sex	Date of Birth	Place of Birth

**3a. Professional and Academic Information**

Basic Qualification (Name): ..... Date:     /     /

Additional Qualification (1): ..... Date:     /     /

Additional Qualification (2): ..... Date:     /     /

Additional Qualification (3): ..... Date:     /     /

**3b. For Employees Belonging to Registered Professional Bodies Only:**

Name of Professional Body ..... Registration No. ....

Date of Registration (PIN Date):     /     /     Expiry Date:     /     /

**4. Appointment Details:**

Type of Appointment: Permanent  Contract

Date of 1<sup>st</sup> Appointment:     /     /     Grade on 1<sup>st</sup> Appointment: .....

Current Grade ..... Date of Current Appointment     /     /

Profession: ..... Specialty: .....

Job Title: .....

**5. Postings / Transfers**

**Current Posting** (Name of Facility): .....

Date of Current Posting:     /     /     Date of Assumption of Duty:     /     /

Current Unit .....

**Staff Signature:** ..... **Date:**     /     /

**Thanks**