

# PERSONNEL RECRUITMENT FORM

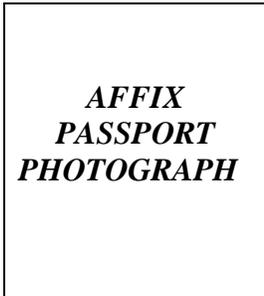
## GEOMEL CONSULTS

(A subsidiary of Geomel Group of Companies: 4, Asenuga Street (1<sup>st</sup> Floor) off osho Street Opebi, Ikeja,  
P.O Box 742 Marina, Lagos, Nigeria)

Tel: +234(0) 7432129, 8920699, 0805-587-1815, 0803-315-8573, 0803-764-0173, 0808-091-4611

E-mail: geomelgroup@gmail.com, [consults@geomelgroup.org](mailto:consults@geomelgroup.org), osagie@geomelgroup.org

Website: [www.geomelgroup.org](http://www.geomelgroup.org)



### Office Use Only

Application No.....

Date Received .....

Applicants should complete this form and send it with CV and other credentials as part of their application. Unless typed, this form must be completed in BLOCK CAPITALS.

Position Applied For: .....

<b>Personal Details</b>	<b>Title: Dr/ Mr./ Mrs. / Miss / Ms / Other:</b>
	<b>Surname:</b>
	<b>Forenames:</b>
	<b>Gender:</b> M <input type="checkbox"/> F <input type="checkbox"/>
	<b>Marital Status:</b>
	<b>Address:</b>
	<b>City:</b>
	<b>Country of Origin:</b>
	<b>Country of Residence:</b>

	<b>Email:</b>
	<b>Telephone:</b>
	<b>Mobile:</b>
	<b>Will you require a work permit? Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

<b>2.Current Employment</b>	<b>Name of Employer:</b>
	<b>Job Title:</b>
	<b>Notice period:</b>
	<b>Current Salary:</b> <b>Start Date:</b>

<b>3.Educational Qualification (List all starting from the most recent. Use extra sheet if necessary)</b>	<b>Name of Institution</b>	<b>Field of Study</b>	<b>Qualification</b>	<b>Grade</b>	<b>Year</b>	

**4. Please provide names and contact details for three referees, one of which should be your current or most recent employer. References will be sought prior to interview if you are short-listed for the post; please indicate, by ticking the relevant box if you would prefer Geomel Consults to seek your explicit permission first.**

<b>Current/Most Recent Employer</b>	<b>Referee</b>
<b>Name:</b>	<b>Name:</b>
<b>Job Title:</b>	<b>Job Title:</b>
<b>Relationship:</b>	<b>Relationship:</b>
<b>Company/Organization :</b>	<b>Company/Organization:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone :</b>	<b>Telephone :</b>
<b>Email:</b>	<b>Email:</b>

<b>Please tick if you would like us to contact you before approaching for reference</b> <input type="checkbox"/>	<b>Please tick if you would like us to contact you before approaching for reference</b> <input type="checkbox"/>
<b>Referees</b>	<b>Referees</b>
<b>Name:</b>	<b>Name:</b>
<b>Job Title:</b>	<b>Job Title:</b>
<b>Relationship:</b>	<b>Relationship:</b>

<b>Company/Organization:</b>	<b>Company/Organization:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>Email:</b>	<b>Email:</b>
<b>Please tick if you would like us to contact you before approaching for reference</b> <input type="checkbox"/>	<b>Please tick if you would like us to contact you before approaching for reference</b> <input type="checkbox"/>

(5) Have you been convicted of any criminal offence? Yes  No

If yes please give detail continue on a separate sheet if necessary.

<b>Date of Conviction:</b>	<b>Offence:</b>	<b>Sentence:</b>

**(7) Advertising Monitoring:**

It would be helpful to us if you would indicate where you heard about this vacancy so that we can assess the response to our advertising. Please tick the appropriate box

Where did you hear about this vacancy?

Newspapers

Handbill

Geomel Website

Referrals

Internal Advert

Other

(8) Do you have any disability? Yes  No

If yes, please give details

.....  
.....  
.....

(9) This application form must be accompanied by:

1. A Curriculum Vitae, which should include:

- A full employment history
- Professional qualifications/memberships if any
- Fluency in any languages other than English

2. A covering letter of not more than two sides of A4, which should include:

- Why you feel you would be suitable for the position
- Your responsibilities in your current post
- Your skills and experience relevant to the position
- Where appropriate your research interests

Please note: CVs will not be accepted unless accompanied by the Application Form and a covering letter.

**Declaration:**

I confirm that the information provided above and in the attachments is correct and I understand that providing false statements could result in my application or a subsequent appointment being terminated.

**Data Protection Statement for Candidates:**

I consent to the use, transfer, and disclosure of my personal information in accordance with the privacy statement below. Geomel Consults uses personal information submitted via this page for the purpose of personnel recruitment, selection, and other employment decisions, and may transfer such information to other members of the Geomel group of companies, as well as to third parties that assist Geomel in connection with employment and personnel matters, for those purposes only. In addition, I agree that my personal data will be processed by a Geomel third-party contractor for the purposes mentioned above. Persons submitting their personal information via this page may access and correct that personal information by contacting Geomel Consults in writing to the Human Resources Manager of the Geomel Group.

Signed: .....

Date: .....

Please, send all completed applications with required documents to:

**The Human Resource Manager,  
P.O. Box 742,  
Marina,  
Lagos.**