



# **SPECIAL WORKFORCE & GENERAL SERVICES**

Slogan: Knowledge for services

P.O. Box 14B, Nii Boiman – Accra

Plaza building, Lapaz – location

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## **APPLICANT REGISTRATION FORM**

FULL NAME ..... TITLE: .....

PHONE NUMBER: ..... NATIONALITY: .....

EMAIL: .....

RESIDENTIAL ADDRESS: .....

POSTAL ADDRESS: .....

DATE OF BIRTH: ..... AGE: .....

### **PLEASE TICK AREA(S) OF INTEREST**

- ☐ ADMINISTRATION/SECRETARIAL/FRONT DESK
- ☐ ACCOUNTING AND FINANCE
- ☐ CATERING (PLEASE SPECIFY) .....
- ☐ CONSTRUCTION
- ☐ CONSULTANCY (PLEASE SPECIFY) .....
- ☐ CUSTOMER SERVICE/CALL CENTER
- ☐ DRIVERS/DISPATCH RIDERS
- ☐ ENGINEERING/TECHNICAL
- ☐ HR PERSONNEL
- ☐ INFORMATION TECHNOLOGY
- ☐ MANUFACTURING/PRODUCTION
- ☐ MARKETING
- ☐ SALES
- ☐ WAREHOUSING
- ☐ OTHER (PLEASE SPECIFY) .....

PREFERRED LOCATION OF JOB: .....

EXPECTED MONTHLY SALARY: FROM ..... TO.....

### **EDUCATION BACKGROUND**

SECONDARY: ..... FROM..... TO.....

QUALIFICATION: .....

TERTIARY: ..... FROM..... TO.....

QUALIFICATION: .....

### **WORK EXPERIENCE**

(LIST MOST RECENT JOB)

COMPANY: .....

FROM: ..... TO ..... POSITION .....

LAST SUPERVISOR ..... PHONE.....

REASONS FOR LEAVING.....

PLEASE TICK EITHER YES OR NO

HAVE YOU HAD ANY SURGICAL PROCEDURE IN THE PAST? YES ☐ NO ☐

HAVE YOU RECEIVED COUNSELLING FOR OR TREATMENT OF ANY SUBSTANCE ABUSE? YES ☐ NO ☐

DO YOU SUFFER FROM ANY AILMENT OR DISEASE AT PRESENT? YES ☐ NO ☐

DO YOU HAVE ANY CRIMINAL RECORD? YES ☐ NO ☐

ARE YOU A NURSING MOTHER? YES ☐ NO ☐

I UNDERSTAND THAT FALSIFICATION OF INFORMATION IS GROUNDS FOR DISMISSAL. YES ☐ NO ☐

SIGNATURE .....

DATE.....

Borehole drilling, Water treatment, Sales of: filters, chemicals for water treatment, Reverse Osmosis Machines  
Hydrofracking, Job placement, student internship outsourcing, retainer services HR Audit/Technical Assistance  
Operations research, Decision Analysis, Research Analysis, Project management, Estate management