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| --- |
| **APPLICANT’S INFORMATION** |
| **Full Names (Surname 1st):** |  |
| **Residential Address**  **(If different from the address above):** |  |
| **Office Address**  **(e.g. Marina, Lagos State ):** |  |
| **Mobile Phone Number (s):** |  |
| **E-Mail Address(es):** |  |
| **Job Title of Position Sought:** |  |
| **Current/Last Job Title:** |  |
| **Current/Last Job Level:** |  |
| **Current Employer:**  |  |
| **Current Sector:** |  |
| **Date of Birth (dd/mm/yy):** |  | **Gender:** |  |
| **Nationality:** |  |
| **PREVIOUS EMPLOYMENT** (pls list your last 3 previous employments with dates)  |
| **Previous Employment 1 (Employer Name, Position Held & Dates):**  |
|  |
| **Previous Employment 2 (Employer Name, Position Held & Dates):**  |
|  |
| **Previous Employment 3 (Employer Name, Position Held & Dates):**  |
|  |
| **Total Years of Experience:**  |  |
| **Relevant Years of Experience**: |  |
| **REPORTING LINES** |
| **Who in your current/last employment do/did you report to?** (Job Title): |
|  |
| **Who currently reports to you?** (Job Title & Number of People):  |
|  |
| **Countries of Experience:**  |  |
| **What is your level of proficiency in the following computer applications, please tick as appropriate:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Beginner** | **Intermediate** | **Advanced** |
| **Microsoft Word:**  |  |  |  |
| **Microsoft Outlook:**  |  |  |  |
| **Microsoft Excel:** |  |  |  |
| **Microsoft PowerPoint:** |  |  |  |
| **Specialized Software(list):**  |  |  |  |
| **Others: (please specify)** |

 |
| **First Degree (Course of Study / Institution / Graduation Date):** |
|  |
| **Masters/MBA/PhD:** |
|  |
| **Professional Qualifications (Certification / Awarding Body / Date):** |
|  |
|  |
|  |

|  |  |
| --- | --- |
| **Total Guaranteed Annual Gross Salary:**  |  |
| **Current Monthly Net Salary (after tax):**  |   |
| **Performance Based Pay (if applicable):**  |  |
| **Amount of Last Bonus Received (if applicable):** |  |

 **REMUNERATION DETAILS**

|  |
| --- |
| **Other Cash Benefits** |
| **Non – Cash Section** |
| **Benefits** |
| **Expected Salary (Annual Gross):**  |
| **Expected Salary (Monthly Net):**  |
| **Expected benefits (please specify)** |

**\*** must be accurately completed by the Candidate. Please specify operating currency and / or USD equivalents only.

**9. Legal Statement, Consent and Signature.**

I authorize Talentstone Africa Partners “Talentstone” and its representatives to obtain information from any of my past employers, any administrators or relevant members of institutions with which I have been associated, and any other persons (including past and present professional liability insurers, individuals, professionals or other organizations, licensing authorities, and schools) who may have information pertaining to my character and qualifications. I authorize disclosure to Talentstone and its representatives, of all academic and employment records and other documents pertaining to me. I hereby release from any liability whatsoever the Talentstone its owners, officers, employees, agents, and representatives for any action they or any of them may undertake in connection with investigating and evaluating my application, credentials and qualifications. I hereby release from any liability whatsoever any persons or entities who provide information to the Talentstone or its representatives concerning my professional competence, ethics, character and any other qualifications.

A copy this authorization and release may be relied on by any person or entity receiving it as if it were an original. I specifically waive written notice that this authorization has been presented to anyone as a condition to disclosure of information pertaining to me, and such information may therefore be provided by anyone upon presentation of this authorization or a copy thereof. Please read the terms and conditions on the next page carefully. By insertion of my name in the space below this consent, I agree to all the terms and conditions of engagement with Talentstone Africa Partners and will be liable for any costs, losses and damages as a result of a breach of the contractual relationship.

I certify that I have agree to abide by the terms and conditions on this form and that the information provided in this application is true and correct, and I have not failed to disclose any material fact and understand that any misrepresentation or failure to disclose would constitute reason for summary dismissal.

**Name of Applicant:**

**Date:**

**PLEASE NOTE:** All information provided on this form and during the interview process will be verified before the expiration of your probation period.

**Talentstone Standard Conditions for Candidates – Search & Talent Mapping**

1. All and any business undertaken by Talentstone Africa Partners, (“Talentstone”) is transacted subject to the terms and conditions hereinafter set out. Talentstone is acting in the capacity of an employment agency.
2. Upon provision, by the applicant (“Candidate”), of full and accurate Curriculum Vitae, Talentstone shall, at its sole discretion, send the candidate’s profile to a client for suitable employment position(s) on behalf of the Candidate.
3. Before any search services are provided, the Candidate shall provide Talentstone, on request with satisfactory evidence of the Candidate’s identity which shall include, but not be limited to, a certified copy of the Candidate’s passport, drivers’ license or birth certificate.
4. The Candidate shall also provide Talentstone on request with:
5. up to date copies of qualifications and/or authorisations; and
6. the names of three referees (who are not relatives of the Candidate) who the Candidate agrees that Talentstone may approach at any time for obtaining references about the Candidate.
7. The Candidate consents to the disclosure of all relevant information (which is reasonably required to progress any application) including but not limited to copies of qualifications, authorisations and/or references by Talentstone to the Client.
8. The Candidate shall immediately inform Talentstone should there be any reason or circumstance under which it would be detrimental to the interests of Talentstone, the Client or the Candidate for the Candidate to take up a position with a Client.
9. Talentstone shall be under no obligation to find employment or submit a profile to a client for the candidate.
10. The Candidate shall make full disclosure of any previous or current correspondence with the Client and shall be liable for any non-disclosure that would negatively affect Talentstone’s fiduciary relationship with the client.
11. The Candidate should not engage in any conduct which is detrimental to the interests of Talentstone, would negatively affect Talentstone’s relationship with the Client or is likely to bring Talentstone into disrepute.
12. The Candidate shall be liable to Talentstone for any costs, losses or damages (financial or otherwise) that may potentially arise from non-disclosure of full information as in Paragraph 8 above or breach of any of these Terms.
13. The Candidate having any complaint in connection with the recruitment/search services shall have the right to present a complaint in writing to a Partner or Senior Consultant of Talentstone.
14. If, following an introduction from Talentstone, the Candidate receives an offer of employment or engagement to work for or with a Client introduced by Talentstone, the Candidate shall inform Talentstone immediately and provide Talentstone with full details of the offer including a copy of the offer letter/contract of employment.
15. An offer of employment is not made until written details are received from the Client. Talentstone does not accept any responsibility and shall not be liable for any loss suffered by the Candidate by reason of the Candidate’s decision to resign from his/her current employment.
16. All information relating to a Candidate is confidential and subject to the Data Protection Act 1998 ("DPA") and is provided solely for providing search and selection services to the Client. Talentstone is under the obligation to protect the Candidate as necessary by the Provisions of the DPA. Such information shall not be used for any other purpose nor divulged to any third party and the Client undertakes to abide by the provisions of the DPA in receiving and processing the data always. In addition, information relating to Talentstone’s business which is capable of being confidential must be kept confidential and not divulged to any third party, except information which is in the public domain.