



MOVEMENT TOWARDS EDUCATION AND YOUTH EMPOWERMENT-SIERRA LEONE

STAFF PROFILE FORM

PROFESSIONAL DETAILS

Date Of Application:	
Date of Appointment (for official use only):	

Affix one of your
Current passport
size photograph
here

PERSONAL DETAILS:

Surname: **First Name(s):**

Marital Status:			
Gender:			
Religion:			
Nationality:			
Date of Birth:			
Place of Birth:			
Home Address:			
Telephone No:	Home:		Work: (discretion will be used)
Email Address:			

QUALIFICATIONS / TRAINING:

Schools, Colleges, University etc.: *You are required to provide evidence of your qualifications*

Institution	From	To	Qualification/results Attained

Other relevant training or short in-service courses:

Course	From	To	Details

EMPLOYMENT HISTORY:

Present or most recent employer: (if appropriate)

Please include experience relevant to this post which you may have gained outside paid employment, including voluntary work

Organization's Name	From	To	Position held	Roles and Responsibilities

RELEVANT SKILLS & EXPERIENCE:

COMPUTER LITERACY E.g.: Microsoft Word, Excel, Internet or skills gained

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COMPETENCIES:

Please indicate your skills, knowledge and qualities:

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LANGUAGES:

Please indicate fluency – 1(Not all), 2(can understand), 3(Can Write), 4 (can Speak), 5(Can write & speak)

Language(s)	Fluency

MEDICAL HISTORY:

Do you have any medical conditions or any disability, which could affect your work performance in this job?

No: Yes:

REFERENCES: (One should be your current or most recent employer):

Wherever possible, referees should be from the place(s) of employment, or education/training, or other establishments you have been attached to during this period. Please name at least three referees even if you have been at the same establishment for the past five (5) years.

	Referee 1	Referee 2	Referee 3
Name:			
Job Title:			
Home Address:			
Telephone No:			
Email address:			
Relationship:			

ATTESTATION:

I declare that the information given herein is true and accurate to the best of my knowledge and fully understand that any information found to be false would lead to automatic disqualification. I understand that any engagement entered this form may be subject to satisfactory references and successful completion of a probationary period.

Signed:

Date: