

@Itoju.ng

Personalising Care Professionally

Àtítójú - Trusted :: Reliable :: Ethical

Luxury Senior Living | Dementia Care | Recuperation | Dom. Care

Employment Application Form

August 2021

Send completed form and all enquiries to care.family@atitoju.com

NOTES

We would like to adopt you into our Care Family. Can you say “Yes” to all the following questions?

- Do you have a genuine warm nature?
- Are you a patient person?
- Are you happy learning new things?
- Do you want to make or continue a career of caring for the elderly?

If you have answered a loud “Yes” to all these questions, we want to hear from you!

But first, we need you to do these things (in the order listed!):

- 1) Complete our online personality assessment. There is no right or wrong answer here; everybody is different, we just need to know the type of person you are. Follow this link to the assessment tool: <https://touch.atitoju.com>
- 2) Download and complete our staff recruitment application form. (This document).
- 3) Snap or scan your educational and professional certificates.
- 4) To cover part of the cost of the comprehensive vetting and criminal records checks that we have to do on you, pay the required application fee of **Five Thousand Naira (5,000 Naira) into our account at Wema Bank – Number 0123083827 – ATItaju Ltd** and obtain the payment receipt.
- 5) Attach items 2, 3 and 4 above (completed application form, educational/professional certificates and payment receipt) to an email and send it to care.family@atitoju.com
- 6) We promise to get back to you within 1 week of receiving your email.
- 7) If you have not heard from us after 1 week, please send us WhatsApp message on +2349093791429.
- 8) There will be a face-to-face interview if we see that the elders entrusted to us can benefit from you working with us.
- 9) Even if we don’t think you are suitable, we will still let you know why. Fair, right? We thought so.

Position or Role Applied For

--

Basic Information

Title:		First Name		Surname	
Address					
Date of Birth:					

Contact Details

Mobile Telephone Number(s)	
Email	

Education, Training & Certification

Primary & Secondary Schools

--

Further Education & Professional Training

--

Qualifications & Certifications

--

Work History

Please detail every job since leaving full time education. Explain any gaps in employment

From	To	Job role and brief description of responsibilities and tasks undertaken	Organisation, address and contact details (telephone and email)	Reason for Leaving

References

We require minimum of two references. Please provide details of two referees one of these must be your current or immediate past employer.

Contact details (telephone, email)	Contact details (telephone, email)

Health Questionnaire

Please provide answers to these questions. All information will be kept strictly confidential.

How many sick days have you taken in the past 2 years?

How many different periods of absence was this over?

Please give details of any other time off work in the past 2 years, including any parental leave taken in the period.

Do you or have you in the last three years, suffered from **any** physical illness, disability, mental or psychiatric disorder or impairment which could affect your ability to care for the elders entrusted to us?

Please include details of any infectious or communicable disease (e.g. Covid-19), whether suspected or confirmed.

No

Yes

(If yes please give full details, including dates, diagnoses and duration of each episode)

Criminal Record

Due to the special nature of caring for vulnerable persons, you must disclose any criminal convictions (whether spent or unspent) or cautions.

Please note that we will carry out a thorough check of any information that you provide. Any non-disclosure will lead us to summarily decline your application, as we will deem you untrustworthy.

Have you ever been cautioned or convicted of a criminal offence at any time? Please include both spent and unspent sentences.

If yes, please give details of the caution(s) or/and conviction(s) and the relevant date(s).

Disciplinary Incidents

Have you ever been disciplined or dismissed or asked to resign in any employment?
If so, please give full details.

Suitability for Position

Please give details of why you think you are suited to the position.
Please include any strengths, special abilities and weaknesses that you have.
Remember to mention the specific benefits that you hope to bring to the company in caring for the elders entrusted to us.

Right to Work in Nigeria

We will require official proof of this right to work before any offer of employment can be made – e.g. Birth Certificate, Nigerian and/or ECOWAS Passport or Citizenship document.

Do you have the right to work in the Nigeria?

Yes

No

Other Information

Please use the space to detail any other relevant information including your availability to work including times and days.

Equal Opportunities Form

We strive to be an equal opportunity employer, and do our best to hire based only upon merit and suitability for the job.

We are determined to ensure that none of our employees or prospective employees receives less favourable treatment or employment conditions because of their sex, disability, sexuality, marital status, colour of skin, race, creed or ethnic origin.

So that we can monitor the effectiveness of our policies and actions, we ask for your co-operation in providing the following information.

Please tick the appropriate box.

Sex: Male

Female:

Ethnic Origin:

Yoruba

Ibo/Igbo

Hausa

Other (Please specify).....

West African

Ghana

Togo

Benin

Niger Other Race or Ethnicity (Please specify)

Guarantor

Please provide the details of one upstanding member of the community who can attest to your character and suitability for this position. The person must be a cleric (your pastor, imam or religious leader), a medical doctor, a lawyer, an accountant or a judge.

We will contact them for their consent in writing to be your guarantor, before we can confirm your employment.

Name:

Address:

Telephone Number:

In what capacity and for how long have you known this person?

Declaration

I declare that all the information that I have given on this application form is correct.

I understand that the information will be verified, at the sole discretion of ÀTl̀tòjú Ltd.

I accept that any failure on my part to disclose or declare any relevant information, or my making any entry on this form that I know or should have known to be false will be sufficient to prevent my employment or if found out after I have been employed, will result in my instant dismissal and could additionally result in criminal proceedings against me.

Name:

Signed:

Date: