

PERSONAL DATA AND STAFF CREATION FORM

STAFF CREATION FORM

1	JOIN DATE		15	MARITAL STATUS	
2	POSITION (JOB TITLE)		16	MARRIAGE DATE	
3	PERONNEL AREA (LOCATION)		17	NO OF CHILDREN	
4	EMPLOYEE GROUP (JOB GRADE)		16	RELIGION	
5	EMPLOYEE SUB GROUP (DEPARTMENT)		17	SPOUSE'S NAME	
6	GENDER		18	SPOUSE'S DATE OF BIRTH	
7	LAST NAME (SURNAME)		19	SPOUSE'S HOME TOWN	
8	OTHER NAMES		20	SPOUSE'S MOBILE NUMBER	
9	DATE OF BIRTH		21	SPOUSE'S NATIONALITY	
10	HOME TOWN		22	PERMANENT ADDRESS	
11	COUNTRY OF BIRTH		23	MOBILE NUMBER	
12	STATE OF ORIGIN		24	RESIDENTIAL ADDRESS	

13	LOCAL GOVT AREA		25	ANNUAL BASIC	
14	NATIONALITY		26	CONTRACT TYPE	
27	START TO END DATE		34	DURATION OF COURSE	
28	PROBATION PERIOD		35	FINAL GRADE	
29	NOTICE PERIOD		36	NEXT OF KIN	
30	START TO END DATE OF TERITARY INSTITUTION (dd/mm/yy)		37	NEXT OF KIN ADDRESS AND DATE OF BIRTH	
31	TERITARY INSTITUTION/ LOCATION		38	MOBILE NO (NEXT OF KIN)	
32	COURSE OF STUDY		39	RELATIONSHIP	
33	CERTIFICATION		40	SIGNATURE	