ADMINISTRATION  
(Receptionist)

APPLICATION FORM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname (as shown in National Identity Card and/or International passport)  Photo of Applicant  45mm(height)×35mm(width)  Full color  The photograph MUST be  GLUED or STAPLED | | | | |
| Given and Middle names (as shown in National Identity Card and/or International passport) | | | | |
| Other Name (including any other names you are or have been known by) | | | | |
| Sex  □Male  □Female | Date of birth (DD/MM/YY)  / /  Age | Place of Birth(Town, LGA, State) | | |
| Nationality | | Passport No.  Date of Issue (DD/MM/YY) / /  Passport Type □Ordinary □Diplomatic/Official □Others | | | | | |
| Your current residential address | | | | | | | |
| Contact Telephone Number (Please indicate reachable telephone numbers, or you may lose the opportunity) | | | | | | | |
| E-mail Address | | | | | | | |
| Languages | | | | | | | |
| Religion | | Marital Status  □Single　□Married　□Widowed　□Divorced | | | | | |
| Education | | | (MM/YY to MM/YY)  / to / | | | | |
|  | | | / to / | | | | |
|  | | | / to / | | | | |
|  | | | / to / | | | | |
|  | | | / to / | | | | |
| Academic Degree/Educational Qualifications | | | | | | (DD/MM/YY) | |
|  | | | | | | / / | |
|  | | | | | | / / | |
|  | | | | | | / / | |
|  | | | | | | / / | |
|  | | | | | | / / | |
| Current profession or occupation and position  Employer  - Name - Telephone  - Address | | | | | | | |
| Work experience (Organization, Job title, Job description, Employment status) | | | | (MM/YY to MM/YY)  / to / | | | |
|  | | | | / to / | | | |
|  | | | | / to / | | | |
|  | | | | / to / | | | |
|  | | | | / to / | | | |
| Professional Licence/Certificate/Qualification | | | | | | | (DD/MM/YY) |
|  | | | | | | | / / |
|  | | | | | | | / / |
|  | | | | | | | / / |
|  | | | | | | | / / |
|  | | | | | | | / / |
| Reason(s) for applying for the position of Receptionist of Embassy of Japan in Nigeria (in detail) | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| Remarks | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| Signature and Certification  Signature Date (DD/MM/YYYY) | | | | | | | |

I hereby declare that, to the best of my knowledge and belief, all of the statement given above and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for termination/dismissal after I begin work. I understand that any information I voluntarily provide on or attached to this application may be investigated.