



Haven Management & Employment Agencies

PLOT 7&9 Oakwood Park, Shimawa Village Road, Along New RCCG
Auditorium 121102 Shagamu, Ogun State
Tel: +234 816 343 5375 · recruitment@oakhavencorp.com ·
talent.oakhavencorp.com

EMPLOYMENT APPLICATION FORM

HMEA-F01 · v1.0 (Oct 2026)

Page 1 of 4

Office ref: _____

Employment Application Form

Use this form if you cannot apply online at **talent.oakhavencorp.com**. Please write clearly in CAPITAL LETTERS with a black or blue pen. Applying online is faster: you get a HAVEN-ID and can track your application straight away.

Attach a recent
passport
photograph here

(do not staple
through the face)

1. Complete every section. Write "N/A" if something does not apply.
2. Sign the declarations on page 4.
3. Attach **photocopies** (never originals) of your NIN slip, a second ID, your certificates and a passport photograph.
4. Post or hand-deliver to the address on page 4, or scan and email it to recruitment@oakhavencorp.com.

Haven never charges a fee to apply or to get a job. If anyone asks you to pay, call +234 816 343 5375.

1 Position you are applying for

Job title _____ Job ID (e.g. HJ-1005) _____ State / location _____

Type of work ☐ Full-time ☐ Part-time ☐ Temporary ☐ Contract ☐ Daily shift ☐ Any

Where did you hear about this job? _____

2 Personal details

Write your names exactly as they appear on your NIN slip.

Surname _____ First name _____ Middle name _____

Other names used before (e.g. maiden name) _____ Date of birth (DD/MM/YYYY) _____

Gender (optional) ☐ Female ☐ Male ☐ Prefer not to say Nationality _____

Are you allowed to work in Nigeria? ☐ Nigerian citizen ☐ Valid work permit / CERPAC Permit no. _____

Haven does not ask about ethnicity, religion, state of origin, marital status, pregnancy or HIV status, and never uses them in hiring decisions.

3 Identity

NIN (11 digits) Second ID ☐ Passport ☐ Driver's licence ☐ Voter's card

Second ID number _____ Expiry date _____

Do not write your BVN on this form. If your job needs it for salary payment, Haven collects it securely at onboarding.

4 Address and contact

Home address _____

Town _____ LGA _____ State _____

Previous address (if under 3 years at this one) _____

Phone _____ WhatsApp (if different) _____ Email _____

Preferred contact ☐ Phone call ☐ SMS ☐ WhatsApp ☐ Email



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5 Emergency contacts

Give three different people. Do not use your own phone number.

Emergency contact 1

Full name _____ Relationship _____

Phone _____ Address _____

Emergency contact 2

Full name _____ Relationship _____

Phone _____ Address _____

Emergency contact 3

Full name _____ Relationship _____

Phone _____ Address _____

6 Employment history

Start with your current or most recent job. Include the last 5 years. Explain any gap of more than 3 months on page 3.

Employer 1 (current or most recent)

Employer name _____ Town / state _____

Job title _____ From (MM/YYYY) _____ To (MM/YYYY) _____

Supervisor's name _____ Supervisor's phone _____ Monthly pay (₦) _____

Main duties _____

Reason for leaving _____ May we contact this employer? ☐ Yes ☐ Not yet

Employer 2

Employer name _____ Town / state _____

Job title _____ From (MM/YYYY) _____ To (MM/YYYY) _____

Supervisor's name _____ Supervisor's phone _____ Monthly pay (₦) _____

Main duties _____

Reason for leaving _____ May we contact this employer? ☐ Yes ☐ Not yet



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Employer 3

Employer name _____ Town / state _____

Job title _____ From (MM/YYYY) _____ To (MM/YYYY) _____

Supervisor's name _____ Supervisor's phone _____ Monthly pay (₦) _____

Main duties _____

Reason for leaving _____ May we contact this employer? ☐ Yes ☐ Not yet

Explain any gaps in employment _____

7 Education, training and NYSC

School / institution	Course or subject	Qualification (e.g. WAEC, OND, HND, BSc)	From (YYYY)	To (YYYY)

SSCE ☐ WAEC ☐ NECO ☐ NABTEB ☐ None Exam no. and year _____ Credits _____

NYSC ☐ Discharge certificate ☐ Exemption ☐ Exclusion ☐ Serving ☐ Not applicable

NYSC certificate no. _____

Professional or trade licences (body, number, expiry) _____

8 Skills and availability

Main skills _____

Computer / software skills (e.g. Excel, Opera, HavenUP, Protel or similar PMS) _____

Languages spoken _____ Driver's licence ☐ None ☐ Private ☐ Commercial

Earliest start date _____ Notice period _____ Expected monthly pay (₦) _____

Shifts you can work ☐ Weekdays ☐ Weekends ☐ Nights ☐ Public holidays Willing to relocate? ☐ Yes ☐ No

9 References

Three people who know your work, not relatives. Haven contacts them only after an interview.

Referee 1 (former supervisor preferred)

Full name _____ Relationship to you _____

Organisation _____ Phone _____ Email _____

Referee 2

Full name _____ Relationship to you _____

Organisation _____ Phone _____ Email _____

Referee 3

Full name _____ Relationship to you _____

Organisation _____ Phone _____ Email _____



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10 Declarations and consent

Please read, tick each box and sign.

- ☐ **Truth.** The information on this form is true and complete. I understand that false information may end my application or later employment.
- ☐ **Recruitment (NDPA 2023).** I agree that Haven Management & Employment Agencies may use my details to consider me for jobs, share my profile with prospective employers, and contact me. Haven keeps applications for 12 months after they close, then reviews and deletes or anonymises them. I may see, correct or withdraw my data at any time by writing to the Data Protection Officer at the address below or at recruitment@oakhavencorp.com.
- ☐ **References.** Haven may contact the referees and past employers I listed after an interview.
- ☐ **Messages (optional).** Haven may send me job alerts by SMS, WhatsApp or email.

Background checks (identity, education, employment, and, for some roles, police character, credit or driving records) run only after a conditional job offer, with a **separate** consent form that you sign then.

Signature _____ Full name _____ Date _____

11 Checklist before you post

- | | |
|--|---|
| ☐ All pages completed and signed | ☐ Passport photograph attached |
| ☐ Copy of NIN slip or card | ☐ Copy of second ID |
| ☐ Copies of certificates (SSCE, degree/HND, NYSC) | ☐ Copies of licences (if any) |

12 Where to send this form

POST OR HAND-DELIVER TO

The Recruitment Desk

Haven Management & Employment Agencies
PLOT 7&9 Oakwood Park,
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121102 Shagamu, Ogun State

QUESTIONS

Phone / WhatsApp: **+234 816 343 5375**

Email: **recruitment@oakhavencorp.com**

Online: **talent.oakhavencorp.com**

Office hours: Monday–Friday, 9:00–17:00 WAT

We write to you within 10 working days with your HAVEN-ID.

Data Protection Officer: write to the address above or email recruitment@oakhavencorp.com, marked "Data Protection Officer". You can ask to see, correct or delete your data at any time.

For office use only

Received on _____ Received by _____ HAVEN-ID issued _____

Entered online by _____ Date entered _____ ID copies seen ☐ NIN ☐ 2nd ID

Notes _____