

HUMAN RESOURCES INFORMATION SYSTEM – DATA INFORMATION SHEET

Date of completion of this form \_\_\_\_\_ (day) \_\_\_\_\_ (month) \_\_\_\_\_ (year) \_\_\_\_\_

1. Personnel No: \_\_\_\_\_ (= payroll Number. Please refer to the seven-digit number on the payslip appearing before the name) If Applicable

2. Full Name: (In capital letters)

\_\_\_\_\_  
Surname Middle Name (s) First Name

3. Married Yes  No  4. Gender M  F

5. Nationality \_\_\_\_\_ 6. Office Number \_\_\_\_\_

7. Address \_\_\_\_\_ 7. (a) Mobile No \_\_\_\_\_

8. Date of Birth (day/month/year) \_\_\_\_\_ Place of Birth \_\_\_\_\_

(Please attached supporting document/s)

9. Current Designation (Please mention substantive post, not acting appointments) If Applicable

\_\_\_\_\_  
10 (a) Date of appointment to the substantive post \_\_\_\_\_ (day) \_\_\_\_\_ (Month) \_\_\_\_\_ (year)

11. Current Location \_\_\_\_\_

12. Region \_\_\_\_\_

13. Grade \_\_\_\_\_

14. Pre Service Qualification: (Please tick the appropriate box (es) below)

15 (a) WASSCE

(b) O' Levels

(c) Secondary Fourth

(d) GABSCE

(e) Not Applicable

16. Job Holder's Signature..... 17. Supervisor's Signature.....

18. Date and place.....