

DOCUMENTATION GUIDE

DOCUMENTS TO BE SUBMITTED	
1	Updated CV(Name{Surname, Middle name and First Name},Residential Add., Email, Phone No, Date of Birth, Gender, State of Origin, Local Govt. of Origin, Qualification, Grade)
2	Birth Certificate
3	Original and Copy of O' level certificate (WAEC, SSCE, NECO, NABTEB, Trade test)
4	Copy of Standard ID card: National ID/Drivers' license/International Passport/voters ID
5	Clear copy of BSC/HND/OND/NCE Certificate (IT letter for IT students)
6	Clear copy of NYSC Discharge/Exemption certificate (if applicable)
7	8 RECENT passport photograph of staff(White Background)
8	Duly filled and signed EMPLOYMENT FORM(passport of next of kin needed)
9	Utility Bill (electricity, water bill, Rent Receipt, etc.-all recent or at least dated 3 months back from the day of submission. Also, bill must carry current residential address.
10	Referee Check Form (with any ID card, Valid e-mail address; home/office address and phone numbers)
11	Duly Signed Guarantor's Form (Two Guarantors)
12	Guarantor's Passport Photograph with any of the following Standard ID Card: National ID/Driver's license/International passport/Voters card and Guarantor's Official ID card
13	Undertaking To Refrain From Any Form Of Fraudulent Practice(s)-Thumb Print where indicated.
14	Duly signed Oath of Confidentiality
15	Duly Completed PEM Questionnaire/Mantoux Test(will take three days for result to be out)

Use www.workforceoutsource.com/documentation to download all documents.

NB: You are expected to complete your documentation online exactly 5 working days after you were interviewed.

ONBOARDING REQUIREMENTS:

Our on-boarding portal is: www.workforceoutsource.com/onboarding/ you are to logon and complete your details on our staff portal using a pin generated by the recruiter immediately after interview.

DOCUMENTATION:

- **The use of correction fluid (tip-ex e.t.c) is not allowed on any of the forms in case of mistakes, cross it out and counter sign**
- **Alteration on any of the credentials will lead to disqualification**

- **A guideline is provided on the front page to enable you pick eligible guarantors** □ **Referees cannot be used as guarantors and vice versa**
- **You are to come along with the original and photocopies of all your credentials**
- **Forgeries of guarantor signatures will not be tolerated** □ **All forms must be hand-filled by your guarantors alone**

REFEREE

- Your referee should not be any of the following; ○
 - Your Guarantor
 - A family member
 - An outsourced staff/student/unemployed persons

VERIFICATION

- Please note that verification is one of the conditions of employment with Workforce Group
- All guarantors presented at the point of filling the on-boarding portal will be contacted and verified by our Verification team
- All guarantors are expected to respond within 48 hours of contact
- You are also required to pre-inform your guarantors on the need for them to respond to us within the stipulated timeline when contacted
- Also ensure that your guarantors fill their correct and active e-mail addresses and phone numbers to avoid undue delay
- Non-response of your guarantors may lead to a re-consideration of your employment

Your cooperation and compliance are highly essential to make the on-boarding process a smooth and stress free experience.

Thank you.