

# EMPLOYEE INQUIRY FORM

## Personal Information

	Date	D	D	M	M	Y	Y	Y	Y
Title									
Name									
Address of Applicant									
	Date of Birth	D	D	M	M	Y	Y	Y	Y
Telephone									
Position Held									
Email Address									
Date Employment Commenced	D	D	M	M	Y	Y	Y	Y	
Lenght of Employment									
Status of Employment <i>(Confirmed/ Probation)</i>									
Any Pension Gratuity Scheme in Place?									
Lenght of notice required for termination of employment									
Monthly Salary									
Quarterly Salary (if any)									
Annual Salary									
Have you taken any loan in your organisation	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Please Specify Amount				
Loan Repaid Monthly					Month and year of Full Repayment of Loan				

I certify that the above information given by me is correct to the best of my knowledge and irrevocably authorize my employer to domicile my salary and terminal benefits with Diamond Bank PLC and will also notify the Bank

Signature		Date	D	D	M	M	Y	Y	Y	Y
-----------	--	------	---	---	---	---	---	---	---	---

## Personal Information

Name of Employer										
Address of Employer										

We hereby confirm that the applicant is an employee of our organization and all information stated by him/her is true. As mandated above , we agreed to domicile his/her salaries and terminal benefits with Diamond Bank Plc and will also notify the Bank of his/her resignation, suspension or termination of employment. We confirm and irrevocably undertake not to discontinue the domiciliation of his/her salaries and terminal benefits with Diamond Bank Plc without the prior written consent of Diamond Bank Plc

Authorized Signatory		Authorized Signatory						
Date	D	D	M	M	Y	Y	Y	Y
Date	D	D	M	M	Y	Y	Y	Y