



Human Resource Outsourcing
 Chauffer Trainging
 Security Supervision
 HR Consultancy Service

A division of C&I Leasing Plc.



August 20, 2014

The Branch Manager
 Diamond Bank Plc
 No. 4, M.C.C/Wetheral Rd
 Owerri, Imo State

Attention: Eugene Ejiofor

Dear Sir/Madam,

NEW TELLER

We hereby introduce **Maduako Onyekachi Calista** as a teller for your branch.

The teller has been tested and found suitable for the job.

Below is more information concerning the recruited teller.

NAME	ADDRESS	TELEPHONE
Maduako Onyekachi Calista	No. 2, Nwaka Street, Urrtta, Owerri, Imo State	08139192196

Thank you for your understanding.

Yours faithfully,
 For: C & I OUTSOURCING

[Signature]
UCHE NWACHUKWU
 HEAD OPERATIONS

CONFIRMATION OF RESUMPTION

The above named staff resumed at the Branch for work on ----- day of ----- 2014

Name of Branch Manager/Representative: -----

Signature of Branch Manager/Representative: -----

Original copy collected by me 20/08/2014
Maduako onyekachi calista



LAGOS:
 LEASING HOUSE
 C & I Leasing Drive
 Off Bisola Durosinmi Etti Drive
 CBD, Lekki Phase 1, Lekki, Lagos
 Tel: +234(0)1 2703700-5. Fax: +234(0)1 2703706.
 Contact Lines: 01-7414950, 7431879
 E-mail: info@c-leasing.com

PORT HARCOURT:
 LEASING HOUSE
 Off Redemption Way
 Off Elekahia - Oginigba link Road
 Trans Amadi Industrial Layout
 Tel: (084) 231700, 230652, 898160
 Fax: (084) 234776
 eM: ciph@c-leasing.com

WARRI:
 166, P.T.I. Road, Enarhan, Warri,
 Delta State
 Tel: (053) 255447
 Fax: 320021
 eM: ciwari@c-leasing.com

ABUJA:
 Suite SF7, 2nd floor, Right Wing
 Metro Plaza
 Central Business District
 Tel: (09) 8705633
 eM: info@c-leasing.com





LEASING PLC

STAFF PERSONAL DATA FORM



MADUAKO
NAME (Surname)

Onyekaechi
First Name

CALISTA
Other Names

07/05/1989
Date of Birth (DD/MM/YYYY)

MBANU
Place of Birth

NIGERIA
Nationality

NO 2 NIJAKA STREET URTIA
Contact Address (No. of House/Compound, Street Name, Nearest B/Stop, Name of Area, & State.)

OKWE ONUIMO LOCAL GOVERNMENT IMO STATE
Permanent Address (No. of House/Compound, Street Name, Nearest B/Stop, Name of Area, & State.)

Drivers License No.

National I.D No./Security No.

04782341
International Passport No.*

MADUAKOONYEKAECHI@YAHOO.COM
E-mail Address

08139192196
Staff Mobile Telephone No.

Other No.

OKWE IMO STATE
Home Town & State of Origin

Okwe Onuimo Local Government
Home Town Address

BANK ACCOUNT/PENSION DETAILS

Diamond Bank

BANK NAME (Current Account Only)

0052758218
ACCOUNT NUMBER

Designated Banks:

UBA, GTB, FBN, FCMB, ZENITH BANK, DIAMOND BANK, STANBIC IBTC, STANDARD CHARTERED

Leadway Pension
PENSION FUND ADMINISTRATOR

PEN 200706911216
PENSION NUMBER

INFORMATION

MARRIED.....

Marital Status

MADUAKO CHIJIOKE Spouse's Name 08 '06 '1982 Spouse's Birthday 09/06/2012 Wedding Date 08148177751 Tel. Number of Spouse

JOHN IBE Name of Father EMILIA IBE Name of Mother

ETHIME MBAND LOCAL GOVERNMENT AREA IMO STATE Contact Address of Parents

MADUAKO CHIJIOKE Name of Next of Kin
(Person to be contacted regarding payment of terminal benefits in case of death of staff)

No. 2 AN NWAKA STREET URRAIT Contact Address of Next of Kin

HUSBAND Relationship 08148177751 Tel. Number of Next of Kin

CHILDREN & DATE OF BIRTH*

#	Name	Date of Birth	School
1.	HILARY WISDOM EMMANUEL	6 th /OCT	EARLY CHILD CARE...
2.	HILARY IFGANYI CHUKWU CROSSWILL	/ /
3.	_____	/ /
4.	_____	/ /

PERSONAL ATTRIBUTES

1.8 Height 54 Weight BROWN Colour of Eyes

ENGLISH Language(S) Spoken ENGLISH Language(S) Written

EDUCATIONAL CAREER

SCHOOLS ATTENDED (with dates)	CERTIFICATE OBTAINED (with detailed results)	Position(s) Held
<u>Primary School:</u> COMMUNITY PRIMARY SCHOOL UMUBZALA NSU 2000	FIRST SCHOOL LEARNER CERTIFICATE	CLASS PREFECT
<u>Secondary School:</u> NSU COMPREHENSIVE SECONDARY SCHOOL UMUAMUNU NSU 2006	WEST AFRICAN SENIOR SCHOOL CERTIFICATE	SENIARY PREFECT

TERTIARY INSTITUTION (S)

UNIVERSITIES/COLLEGES/POLYTECHNIC ATTENDED (with dates)*	CERTIFICATES OBTAINED	POSITION HELD
FEDERAL POLYTECHNIC MERCEDE OWERFI 2008	ORDINARY NATIONAL DIPLOMA	

WORKING WITH THE ACHIEVEMENT OF THE BANK ORGANIZATION AND MANAGERIAL GOALS AS MY MAJOR INTEREST

How Best Do You Think You Can Contribute To Our Growth

HISTORY (Starting from most recent job with full details)

NAME OF LAST EMPLOYER	ADDRESS	POSITION & RESPONSIBILITIES	SALARY PROGRESSION (=N= or \$)	REASON (S) FOR LEAVING
DIAMOND BANK	BRANCH 17 KENECBU LAYOUT OWERRI, ITEM STREET	CASH REPRESENTATIVE SERVICES	N	IT TERMINATED
2.				
3.				


OTHER INFORMATION

REFERENCE: (Three persons not related to you with full details)

NAME	RESIDENTIAL ADDRESS	E MAIL ADDRESS & PHONE NUMBER	RELATIONSHIP
1. EZE CLETUS	NO 9 ONYEAGRO ST. AKWAKUMA OWERRI	E: No: 08068205588	Christian Family Friend.
2. Bro, Sam Sunday	34 OKONIE ST OWERRI	E: No: 08063012511	A sister in Christ.
3. MRS OKAFOR CHIDINMA	14B ITEM ST KENECBU OPP DIAMOND BANK KENECBU	E: amicaye @ Yahoo. Com No: 08033807876	FAMILY FRIEND/ CHRISTIAN SISTER

.....
Medical Allergies (If Any)*

.....
Any Other Information That You Consider Relevant*

.....
MADUAKO ONYEACHI CALISTA  05/05/2014
confirm that the above information is correct, to the best of my knowledge (Name, Signature & Date)



IDENTITY CARD FORM



Staff ID Card Number: **S**

NAME:

MADUAKO

Surname

ONYEICHI

First Name

CALISTA

Others

POSITION:

Teller

UNIT/BRANCH:

STAFF SIGNATURE:

AUTHORISATION:

This form must be returned with other completed documents for prompt processing please.