

# THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

Office of the Vice Chancellor

MIS UNIT



## STAFF BIODATA FORM

Affix recent  
Passport photograph

Please, fill in your information correctly

**Emp No:** \_\_\_\_\_ **School / Division** \_\_\_\_\_ **Dept / Unit** \_\_\_\_\_  
Your Emp No is the same as your Number on Payslip)

**Designation / Present Post** \_\_\_\_\_ **Category** \_\_\_\_\_

**Title:** \_\_\_\_\_ **SURNAME:** \_\_\_\_\_ **FIRSTNAME:** \_\_\_\_\_ **MIDDLENAME:** \_\_\_\_\_

**Marital Status:** \_\_\_\_\_ **SEX:** \_\_\_\_\_ **Date Of Birth:** \_\_\_\_\_ **Place Of Birth** \_\_\_\_\_

**Nationality** \_\_\_\_\_ **State Origin** \_\_\_\_\_ **Senatorial District** \_\_\_\_\_

**Local Govt Origin** \_\_\_\_\_ **Town of Origin** \_\_\_\_\_ **Ward** \_\_\_\_\_

**Religion** \_\_\_\_\_ **Hobbies** \_\_\_\_\_

**Permanent Address (not P.O Box)** \_\_\_\_\_

**Contact Address**  
Office Address or P.O.Box) \_\_\_\_\_

**Residential Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **GSM** \_\_\_\_\_ **Email** \_\_\_\_\_

**Blood Group** \_\_\_\_\_ **Genotype** \_\_\_\_\_

**Spouse Name** \_\_\_\_\_ **Number Of Children** \_\_\_\_\_

### NEXT OF KIN

**Next Of Kin Name** \_\_\_\_\_

**Next Of Kin Address** \_\_\_\_\_

**Relationship** \_\_\_\_\_ **Next Of Kin Phone** \_\_\_\_\_

### OFFICIAL DATE

**Date Of First Appt B4 Futa** \_\_\_\_\_ **Date Of First Appt B4 Futa** \_\_\_\_\_

**Date Of First Appt In Futa** \_\_\_\_\_ **TypeOfAppt (Permanent/Temporary/Contract/Sabbatical** \_\_\_\_\_

**Post On Appt (in FUTA)** \_\_\_\_\_ **OfficeHeld (VC/DVC/Registrar/HOD/HOU etc)** \_\_\_\_\_

**Date Of Present Appt** \_\_\_\_\_ **Date Of Regularization** \_\_\_\_\_ **GL** \_\_\_\_\_ **Step** \_\_\_\_\_

**Date Of Confirmation** \_\_\_\_\_ **Date Of FirstAppt (in Public Service)** \_\_\_\_\_ **Accommodation (Government/Private)** \_\_\_\_\_

**Qualifications** \_\_\_\_\_ **Union (ASUU/ ASUTON/ SSANU/ NASU)** \_\_\_\_\_

**Area of Specialization** \_\_\_\_\_

**Pension Fund Administrator** \_\_\_\_\_ **Pin Code** \_\_\_\_\_

### PROMOTIONS WITHIN THE UNIVERSITY

(start with your first promotion)

S/N	Date of Promotion	PROMOTION FROM			PROMOTION TO		
		Position	GL	Step	Position	GL	Step

**RECORD OF SCHOOLS ATTENDED**

S/N	Name of School	Year Admitted	Year Graduated

**RECORD OF ACADEMIC QUALIFICATIONS**

Certificate	Award Date (Month/Year)	Grade/Class	Name and Address of Awarding Body

**RECORD OF PROFESSIONAL QUALIFICATIONS**

S/N	Certificate	Award Date (Month/Year)	Name and Address of Awarding Body