

## **E –RECRUITMENT PORTAL – ATTACHMENT OF CERTIFICATES;**

**CLICK ON THE ACADEMIC RECORDS TAB THEN THE 'ADD ACADEMIC QUALIFICATION'**

Biodata	<b>Academic Records</b>	Professional Qualifications	Professional Bodies	Employment History	Referees							
<p>Fill in your academic qualifications starting from the highest to the lowest level. Ensure that the Dates and the Institution names are accurate. We shall conduct a background check to verify the information you have provided.</p> <p><b>+</b> ADD ACADEMIC QUALIFICATION</p> <table border="1"><tr><td>Qualification Code</td><td>Qualification Name</td><td>Award</td><td>Graduation Date</td><td>Institution Name</td><td>Document Attached?</td><td>.</td></tr></table>						Qualification Code	Qualification Name	Award	Graduation Date	Institution Name	Document Attached?	.
Qualification Code	Qualification Name	Award	Graduation Date	Institution Name	Document Attached?	.						

**FILL IN ALL THE REQUIRED INFORMATION IN THE TABS & ATTACH THE ACADEMIC CERTIFICATE IN PDF**

Qualification Code	Qualification Name e.g. Finance/IT/Computer Sci
Qualification Cadre e.g Pass/Credit/1st Class etc.	Graduation Date (You can type the date in the format MM/dd/yyyy)
Institution Name	

**CLICK THE QUALIFICATION CODE IN ORDER TO SELECT THE SPECIFIC QUALIFICATION;**

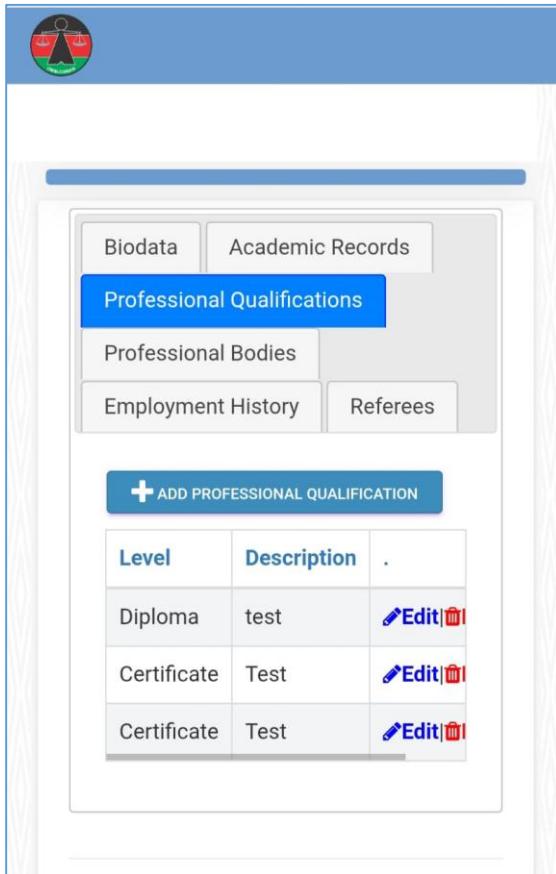
Attach pdf document only.

Qualification Code	Qualification Name e.g. Finance/IT/Computer Sci
Diploma	Graduation Date (You can type the date in the format MM/dd/yyyy)
Degree	
Masters	
PhD	
IT professional course	
Certificate	
CPA LEVEL I	
CPA LEVEL II	
CPA LEVEL III	
Professional Certificate	

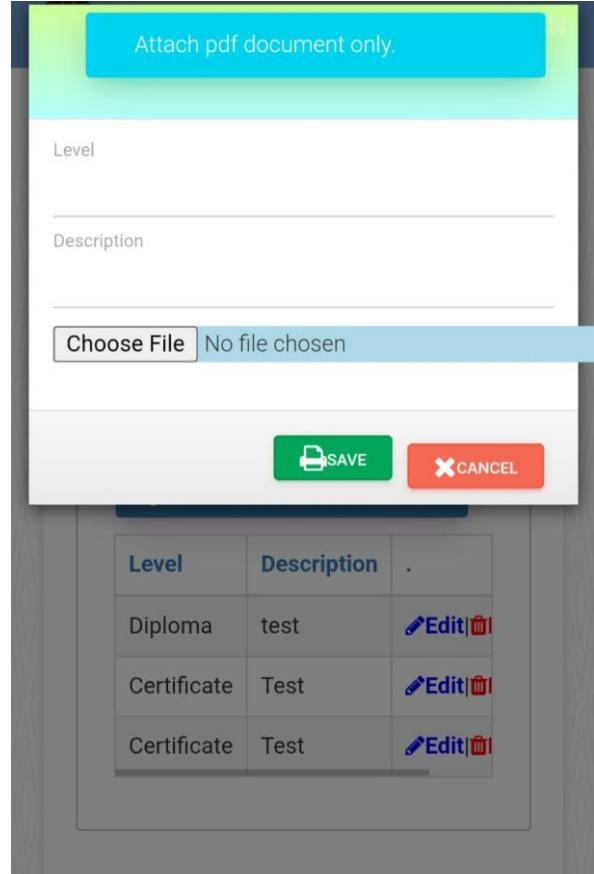
**CANCEL**

## PROFESSIONAL CERTIFICATIONS;

CLICK ON ADD PROFESSIONAL QUALIFICATION;

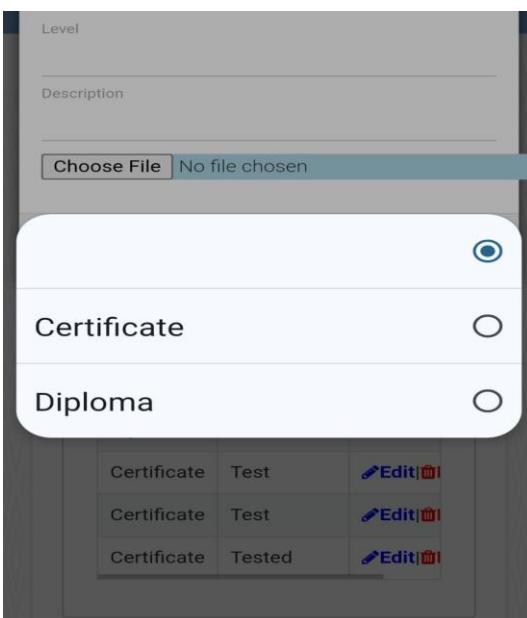


Level	Description	
Diploma	test	 
Certificate	Test	 
Certificate	Test	 

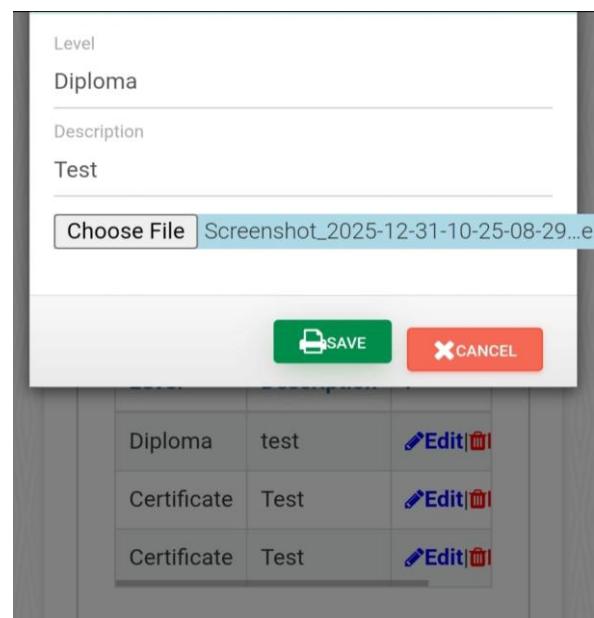


Level	Description	
Diploma	test	 
Certificate	Test	 
Certificate	Test	 

FILL IN THE REQUIRED INFORMATION I.E LEVEL & DESCRIPTION THEN ATTACH THE PDF CERTIFICATE



Level	Description	
Diploma	test	 
Diploma	Test	 
Diploma	Tested	 



Level	Description	
Diploma	test	 
Certificate	Test	 
Certificate	Test	 