



**AOS**  
*Academy*  
**L'Apprentissage de Langues**

(The No. 1 Language and Linguistics Institute)

No. 51, University Road,  
Beside FABB Oil and Gas Ltd,  
Tipper Garage, Tanke, Ilorin.

Telephone: +2348107714449  
Website: [www.aosacademy.com](http://www.aosacademy.com)  
Email: [admin@aosacademy.com](mailto:admin@aosacademy.com)

**EMPLOYMENT APPLICATION FORM**

**FORM NUMBER: AOSA/WE/21/\_\_\_\_\_**

**APPLICANT'S PERSONAL DATA**

**Job Title:** \_\_\_\_\_

**Employment Class:**

Full Time:  Part Time:  Freelance:

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Other Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Nationality: \_\_\_\_\_ State of Origin: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Local Government: \_\_\_\_\_

Identification Number: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Residential Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Whatsapp No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

ATTACH  
PASSPORT  
PHOTOGRAPH

## **SOCIAL MEDIA ACCOUNTS**

Facebook	
Twitter	
Instagram	
LinkedIn	
Others	

## **ACADEMIC HISTORY**

NYSC Status: \_\_\_\_\_

	Institution	Area of Study	Grade	Year of Study
NCE/HND				
1 <sup>st</sup> Degree				
Post Graduate Qualification				

## **DISTINCTIONS/ AWARDS AND PRIZES**

Distinctions/ Awards and Prizes	Year of Award	Awarder

## **EMPLOYMENT HISTORY**

Employer	Post	Period	
		From	To

**PUBLICATIONS, THESIS AND DISSERTATION**

Publications, Thesis and Dissertations	Title/ Topic	Status

**REFEREES**

Referee Name & Title	Office/Position/ Rank	Email Address/ Phone no.

**EXTRA-CURRICULAR**

Hobbies (List as many as possible) \_\_\_\_\_

Talents (List as many as possible) \_\_\_\_\_

Languages (Indicate all the languages that you speak including native language)

\_\_\_\_\_

Are you willing to abide by the A.O.S Academy® Staff Information and Regulation Handbook? Yes/ No: \_\_\_\_\_

Please list in order of importance any three non-work activities you engage in (sports [Name the particular sport], Charity, Volunteering, Religious Activities, among others).

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please tick to indicate your level of competency in the following activities:

Activity/Interest	Very Good	Good	Average	Fair	Poor
Computer knowledge and Internet					
Keeping vows and promises					
Teaching Skills					
Researching					
Social Relations					

How did you hear about A.O.S Academy?

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**RESEARCH AREAS:** Which faculties/colleges/departments/programs/courses can or have you easily done research or compiled project/thesis for?

S/No.	Faculties/Colleges	Departments/Programs	Research Areas/Foci

**NOTE**

Researchers (be it, part time/full time/ freelance) must provide the academy with their own research works among other likely ones they have undertaken in prints or soft copies (Microsoft Word/PDF format).

To be attached with this form during submission is your application letter, Curriculum Vitae (C.V.), passport photograph, photocopy of various important documents among which are; your means of identification (International Passport, Drivers' License, Voter's Card or National Identification Card), Academic Certifications right from your first (1<sup>st</sup>) degree down to the Post-graduate certificates/ current level spreadsheet (if still in school) and/or English/ French Language Proficiency Test Scores (IELTS, TOEFL, TOEIC, TCF, TEF, DELF, CEFR, others), NYSC discharge certificate and any other relevant paper works.

## ATTESTATION

I, the undersigned, hereby certify that the foregoing particulars are, to the best of my knowledge and belief, correct and undertake to give rights to the registrar to automatically disqualify me if any discrepancy is found.

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Applicant's Signature and Date

## **NON DISCLOSURE AND NON COMPETE AGREEMENT**

This acknowledgement of obligations (this agreement) is made and effective this day **THURSDAY, 23<sup>th</sup> JANUARY 2020.**

**BETWEEN:** [ \_\_\_\_\_ ] (the employee), an individual  
with his/her main address at:

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**AND:** [A.O.S Academy] (The No. 1 Language and Linguistics Institute), an organization organized and existing under the laws of the COMPANIES AND ALLIED MATTERS ACT OF 2004 of Nigeria with its head office located at:

No. 51, University Road, Beside FABB Oil and Gas Ltd,  
Tipper Garage, Tanke, Ilorin South LGA, Kwara State.

**WHEREAS**, the Academy desires to employ Employee and Employee desires to be employed by the Academy in connection with certain aspects of the development, providing or marketing of certain services or products of the Institute; and

**WHEREAS;** in such connection with employment, Employees may be given access to, generate, or otherwise come into contact with certain proprietary and/or Confidential Information of the Academy or clients of the Academy; and

**WHEREAS;** Employee and the Institute desire to prevent the dissemination or misuse of such Information;

**NOW, THEREFORE**, the parties hereto mutually agree as follows;

## **1. EMPLOYMENT**

The Institute hereby employs or continues to employ Employee and Employee hereby accepts employment, upon the terms and conditions contained herein and at a compensation as shall be agreed upon from time to time by the Institute. This agreement shall commence on the date hereof and shall remain in effect for an indefinite time until terminated by either party by giving the other party notice of termination at least [21] days in advance. While employed by the Institute, Employee shall devote his or her full or partial working time to Institute's affairs and shall faithfully and diligently serve the Institute's interests.

## **2. CONFIDENTIALITY**

Employee recognizes and acknowledges that the systems which the Institute owns, plans or develops, whether for its own use or for use of its clients, are Confidential and are property of the Institute. Employee further recognizes and acknowledges that in order to enable the Institute to perform services for its clients, such clients may furnish to the Institute Confidential Information concerning their business affairs, property, methods of operation or other data; that the goodwill afforded to the Institute depends upon, among other things, Institute and its employees keeping such services and Information Confidential (collectively, including Institute's systems and Institute client Information).

## **3. NON-DISCLOSURE**

Employees agree that, except as directed by Institute, the Employee will not at any time, whether during or after his employment with Institute, disclose to any person or use any Confidential Information, or permit any person to examine and/or to make copies of any documents which contain or are derived from Confidential Information, whether prepared by the Employee or otherwise coming from the Employee's possession or control without prior written permission of the Institute.

## **4. POSSESSION**

Employees agree that upon request by Institute, and in any event upon termination of employment, Employee shall turn over to Institute all documents, papers, projects, or other materials in his possession or under his control which may contain or be derived from Confidential Information, together with all documents, notes or other work product which is connected with or derived from Employee's services to the Institute whether or not such material is at the date hereof in Employee's possession. Employee agrees that the Employee shall have no

proprietary interest in any work product developed or used by Employee and arising out of his employment with the Institute. The Institute shall, from time to time as may be requested by the Institute, do all things which may be necessary to establish or document Institute's ownership of any such work product, including but not limited to execution of appropriate copyright applications or assignments.

## **5. NON-COMPETITION**

Employee agrees and covenants that because of the Confidential and sensitive nature of the Confidential Information and because the use of , or even the appearance of the use of the Confidential Information in certain circumstances may cause irreparable damage to Institute and its reputation, or to clients of the Institute, Employee shall not, until the expiration of TWO YEARS after the termination of employment relation between the Institute and the Employee, engage directly or indirectly, or through any companies or associates in any business, or enterprise or employment which is directly competitive with the Institute.

## **6. SAVING PROVISION**

Institute and Employee agree and stipulate that the agreements and covenants not to compete contained in the preceding paragraph are fair and reasonable in light of all the facts and circumstances of the relationship between the Institute and the Employee; however, Employee and Institute are aware that in certain circumstances courts have refused to enforce certain agreements not to compete. Therefore, in furtherance of and not in derogation of the provisions of the preceding paragraph, that paragraph shall be deemed to be modified to restrict Employee's competition with Institute to the maximum extent, in both time and geography, which the court shall find enforceable; however, in no event shall the provisions of the preceding paragraph be deemed to be more restrictive to Employee than those contained therein.

## **7. ENFORCEABLE**

The provisions of this Agreement shall be enforceable notwithstanding the existence of any claim or cause of action of Employee against Institute whether predicted on this Agreement or otherwise.

## **8. ENTIRE AGREEMENT**

This Agreement contains the entire Agreement of the parties relating to the subject matter hereof. This Agreement may be modified only by an instrument in writing by both parties hereto.

## **9. INJUNCTIVE RELIEF**

The Employee acknowledges that disclosure of any Confidential Information or breach of any of the non-compete covenants or agreements contained herein will give rise to irreparable injury to the Institute or clients of Institute, inadequately compensable in damages. Accordingly, Institute or where appropriate a client of the Institute, may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available. The Employee further acknowledges and agrees that in the event of the termination of employment with the Institute, the Employees experiences and capabilities are such that the Employee can obtain employment in business activities which are of a different or non-competing nature with his or her activities as an Employee of the Institute; and that the enforcement of a remedy hereunder by the way of injunction shall not prevent the Employee from earning a reasonable livelihood. The Employee further acknowledges and agrees that the covenants contained herein are necessary for the protection of the Institute's legitimate business interests and are reasonable in scope and content.

## **10. INSTITUTE'S CLIENTS**

If employee's employment terminates for any reason, the employee shall not for a period, of two years from the date of termination, have any business dealings whatsoever, either directly or indirectly or through corporate entities or associates with any Customer or Client of the Institute or its subsidiaries or any person or firm which has contacted or been contacted by the Institute as a potential Customer of Client of the Institute; and Employee shall keep in strictest confidence, both during the Employee's employment and subsequent to termination of employment, and shall not during the period of employment or thereafter disclose or divulge to any person, firm or corporation, or use directly or indirectly, for the Employee's own benefits or the benefits of others, any Information which in good faith and good conscience ought to be treated as Confidential Information including without limitation, Information relating to the software or copies developed by the Institute, Information as to sources of, and arrangements for, hardware or copies supplied to customers or clients of the Institute, submission and proposal procedures of Institute, customer or contact lists or any other Confidential Information as highlighted in the A.O.S Academy Staff Information and Regulation Handbook.

## **11. GOVERNING LAW**

The Agreement shall be construed in accordance with the laws of the State of Kwara, Nigeria.



**12. NOTICE**

Any notice to be given under this Agreement shall be sufficient if it is in writing and is sent by certified or registered mail to Employee at his residence address as the same appears on the books and records of the Institute or to Institute at its principal office, attention of the Director, or otherwise as directed by the Institute, from time to time.

**13. SURVIVAL**

The provisions of this agreement relating to Confidentiality or non-competition shall survive the termination of employment, however caused.

**IN WITNESS WHEREOF**, the undersigned have hereunto set their hands as of the date first above written.

**COMPANY**

**EMPLOYEE**

\_\_\_\_\_

\_\_\_\_\_

**Authorized Signature**

**Authorized Signature**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Print Name and Title**

**Print Name and Title**

**BANK DETAILS:** Account in which your remuneration should be paid into.

Bank Name: \_\_\_\_\_

Account Name: \_\_\_\_\_

Bank Verification Number \_\_\_\_\_

Account Number: \_\_\_\_\_