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## Staff Application Form

### **Personal Information:**

Full Name:

Contact Details:

- Phone Number:
- Email Address:
- Physical Address:

Date of Birth:

Nationality:

Marital Status:

### **Educational Background:**

Highest Level of Education Attained:

Name of Educational Institution(s) Attended:

Year of Graduation or Expected Graduation:

## **Professional Experience:**

Previous Work Experience (if any):

- Company/Organization Name:
- Position Held:
- Duration of Employment:
- Brief Description of Responsibilities:

Skills and Qualifications:

- Excellent communication skills (written and verbal):
- Proficiency in using office software (MS Word, Excel, etc.):
- Knowledge of legal terminology related to real estate:
- Experience with legal research and document preparation:
- Familiarity with real estate transaction processes:
- Ability to work well in a team environment:

Certifications or Specialized Training (if any):

- Specify relevant certifications or training related to real estate or legal support:

References:

Please provide the names and contact details of at least two references who can speak to your character and work ethic:

Reference Name:

- Relationship to Applicant:
- Phone Number:
- Email Address:

Reference Name:

- Relationship to Applicant:
- Phone Number:
- Email Address:

Additional Information:

Please use this space to provide any additional information or comments you would like to include with your application: