



**OFFICE INSPECTION 2018-19
STAFF INFORMATION**

1 Name of Employee

2 Designation

3 Qualifications

4 Brief Job Description

5 Do you have an Employment Contract Yes if yes go to question 6 No

6 Date of Commencement of Contract Date of Expiry

7 Is PAYE deducted from your salary Yes No

8 Do you contribute to NSSF? Yes No

9 Do you receive Pay Slips/Statements Yes No

10 Are you aware of any Disciplinary Code that may affect your work Yes No

11 Name of Employer (Name of Practice/Firm)

12 Employee's Signature

Date

FOR OFFICIAL USE

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To be filled by each individual employee of the firm/practice