

**BABCOCK UNIVERSITY  
HUMAN RESOURCES DEPARTMENT  
ASSUMPTION OF DUTY FORM**

1. Name.....Div/Dept/Unit.....
2. Rank/Position..... Phone No..... Email.....
3. Staff No..... Gender..... Marital Status.....
4. Employment Status- Regular ( ) Contract ( ) Sabbatical ( ) Visiting ( ) Part-time ( ) BUSSLevel & Step.....
5. Date of Assumption of duty .....
6. Date of Birth (Day...../Month...../Year.....)
7. Qualifications with Date.....
8. Name of Previous Employer.....  
To: Director, Human Resources
9. This is to certify that I reported for duty at \* (Unit/Dept/Div.).....
10. Tick as applicable
 

<ul style="list-style-type: none"> <li><input type="radio"/> On first appointment (include bank acct. no.)</li> <li><input type="radio"/> On special duty/secondment</li> <li><input type="radio"/> On Call</li> <li><input type="radio"/> Others (specify).....</li> </ul>	Bank Information
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11. Employee Handbook collected ( ) Yes ( ) No
12. Head of Unit/Dept's Comment.....
13. Name of Head of Unit/Dept.....
14. Signature.....Date.....
15. Dean/CMD/Division Head Comment .....
16. Name of Dean/CMD/Division Head.....
17. Signature.....Date.....
18. Signature of Faculty/Staff.....
19. DHR Signature & Date.....
20. President/Vice-Chancellor's Remarks.....  
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21. President/Vice-Chancellor's Signature & Date.....
22. **NOTE:** Please, attach evidence of disengagement from previous Employer

**Salary will not be processed until this form is submitted to HR.**