

EMPLOYMENT APPLICATION FORM

Please complete all sections of this form in full. Incomplete applications may not be considered. Fields marked with an asterisk (*) are mandatory. This form may be typed or completed in black ink. All information provided will be treated in strict confidence and processed in accordance with the **Nigeria Data Protection Act (NDPA) 2023**.

SECTION A — POSITION APPLIED FOR

Position / Role Applied For *

e.g. Associate, Senior Associate, Trainee Associate, Legal Intern

Practice Area of Interest *	Employment Type *

Practice Area (tick all that apply):

- | | | |
|--|---|--|
| ☐ Civil & Commercial Litigation | ☐ Corporate & Commercial | ☐ Criminal Litigation |
| ☐ Banking & Finance | ☐ Oil & Gas / Energy | ☐ Intellectual Property |
| ☐ FinTech & Data Privacy | ☐ Real Estate | ☐ Employment & Labour |
| ☐ Mergers & Acquisitions | ☐ Tax Advisory | ☐ Other (specify below) |

If Other, please specify:

Earliest Available Start Date *	Expected Remuneration / Range (NGN) *

How did you learn about this opportunity?

- ☐ Firm Website ☐ LinkedIn ☐ Referral ☐ Law School ☐ Print / Online Media ☐ Other

If referred, please provide the name of the referrer:

SECTION B — PERSONAL INFORMATION

Title *	First Name *	Middle Name (if any)

Surname / Last Name *	Preferred Name (if different)

Date of Birth *	Gender *

Gender:

- ☐ Male ☐ Female ☐ Prefer not to say

Nationality *	State of Origin

Residential Address *

Street Address, City, State, Postal Code

Email Address *	Telephone (Primary) *

Telephone (Alternative)	LinkedIn Profile URL *

NIN (National Identification Number) *	Other Means of Identification (optional)

Do you have any disability or condition that may require reasonable accommodation in the workplace?

☐ Yes ☐ No**If yes, please describe (optional):**

Provide brief details if you wish to share

SECTION C — LEGAL QUALIFICATIONS & BAR ADMISSIONThis section is mandatory for all applicants applying for lawyer, associate, or senior associate roles. Applicants for non-legal positions may proceed to **Section D**.

Nigerian Law School Campus Attended *	Year of Call to Bar *

Nigerian Law School Result *	Supreme Court Enrolment Number *

Are you admitted to the Bar in any other jurisdiction?☐ Yes ☐ No**If yes, please provide jurisdiction(s) and admission year(s):**

Are you a member of any professional body or institute (e.g. CI Arb, ICSAN, CIMC, NBA Section)?

☐ Yes ☐ No**If yes, please list:**

Are you currently subject to any disciplinary proceedings, sanctions, or restrictions by any Bar, Law Society, or regulatory body?

☐ Yes ☐ No

If yes, please provide brief details:

SECTION D — EDUCATIONAL BACKGROUND

Please list all tertiary and post-graduate qualifications, beginning with the most recent.

Institution	Degree / Qualification	Class / Grade	Year Awarded	Country

Secondary School Attended	Year of WAEC / NECO / Equivalent

Additional Certifications, Courses, or Professional Training (if any):

Include relevant legal, compliance, technology, or business training

SECTION E — EMPLOYMENT HISTORY

Please list your employment history, beginning with your most recent position. Include all legal and non-legal experience.

Employer / Firm	Position / Title	Practice Area / Dept.	Date From	Date To	Reason for Leaving

Have you ever been dismissed or asked to resign from any previous employment?

☐ Yes ☐ No

If yes, please provide brief details:

SECTION F — SKILLS, EXPERTISE & COMPETENCIES

Legal Research & Writing:

☐ Introductory ☐ Developing ☐ Proficient ☐ Advanced ☐ Expert

Courtroom Advocacy / Litigation:

☐ None ☐ Limited ☐ Moderate ☐ Substantial ☐ Extensive

Contract Drafting & Negotiation:

☐ None ☐ Limited ☐ Moderate ☐ Substantial ☐ Extensive

Languages spoken (in addition to English):

e.g. Yoruba, Igbo, Hausa, French, Arabic

Technology & Legal Software Proficiency (e.g. case management tools, legal research platforms, document automation):

List tools and indicate level of proficiency

Key Areas of Legal Expertise or Specialisation:

Describe your principal area(s) of legal knowledge, experience, and interest

SECTION G — PUBLICATIONS, SPEAKING ENGAGEMENTS & PRO BONO**Legal Publications, Articles, or Research (if any):**

Title, publication, and year

Speaking Engagements, Conferences, or Academic Contributions (if any):

Event, topic, and year

Have you previously undertaken pro bono or legal aid work?

☐ Yes ☐ No

If yes, please provide brief details:

Nature of work, organisation, and approximate duration

SECTION H — PROFESSIONAL REFERENCES

Please provide the details of two professional referees who are familiar with your legal work and professional character. Referees should not be family members. References will only be contacted after an offer of employment has been made, unless you indicate otherwise.

Reference 1

Full Name *	Position / Title *	Organisation *

Email Address *	Telephone Number *

Relationship to Applicant *	Years Known *

Reference 2

Full Name *	Position / Title *	Organisation *

Email Address *	Telephone Number *

Relationship to Applicant *	Years Known *

May we contact your referees prior to making an offer of employment?

☐ Yes ☐ No

SECTION I — PERSONAL STATEMENT

In the space below, please set out why you wish to join ECOLAW FIRM, what you will bring to the Firm, and your career aspirations. A focused, well-articulated personal statement carries significant weight in our assessment of applications. (Maximum 400 words)

SECTION J — DECLARATION & DATA PROTECTION CONSENT

I confirm that the information provided in this application form is accurate and complete to the best of my knowledge and belief. I understand that any misrepresentation, omission, or falsification of information, whether intentional or otherwise, may result in the rejection of my application or, if discovered after appointment, may constitute grounds for immediate termination of employment without notice.

I authorise ECOLAW FIRM to verify the information contained in this form, including by contacting the educational institutions, previous employers, and professional bodies listed herein, and by contacting the referees I have provided.

I consent to ECOLAW FIRM processing the personal information contained in this form for the purposes of assessing my application for employment, and should I be appointed, for the purposes of administering my employment. I understand that my personal data will be processed in accordance with the **Nigeria Data Protection Act (NDPA) 2023** and the Firm's Privacy Policy, a copy of which is available at www.ecolawfirm.com.

Signature of Applicant *	Date *

SUBMISSION INSTRUCTIONS

Email (Preferred): info@ecolawfirm.com | law@ecolawfirm.com

Subject Line: Employment Application — [Your Name] — [Position Applied For]

Enclosures Required: Completed Application Form | Curriculum Vitae | Cover Letter | Copies of Certificates

Enquiries: +2348137035688 | +2348089676440

Only shortlisted candidates will be contacted.