APPENDICES
APPENDIX A

PERSONAL DATA BLANK

Please tick mark (✓/) against the appropriate item

1. Sex
   a) male (✓)  ( )
   b) female (✓) ( )

2. Job title
   a) Clerical Assistant (✓) ( )
   b) Section Head/Supdt ( )
   c) Officer (✓) ( )

3. Years of service in the present post
   a) Less than 5 years ( )
   b) 5 - 10 years ( )
   c) 10 - 15 years ( )
   d) More than 15 years ( )

4. Office: Place of work
   a) Town ( )
   b) Dist. Head Quarters ( )
   c) State Head Quarters ( )
5. Academic qualifications held
(Please tick mark (/) in the appropriate columns)

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<th>Class obtained</th>
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a) Less than matric
b) Matric/S.S.C./H.S.C.
c) Intermediate
d) B.A., B.Com., B.Sc., or equivalent degree
e) Post Graduation
f) Any other degree

6. Did you get any pre-job job training?
   a) Yes ( )
   b) No ( )

7. If yes, duration of the training received
   a) Less than 1 year ( )
   b) One - 2 years ( )
   c) More than 2 years ( )

8. Did you get any in-service job training?
   a) Yes ( )
   b) No ( )

9. If yes, duration of the training received
   a) Less than 1 year ( )
   b) One - 2 years ( )
   c) More than 2 years ( )