

EMPLOYMENT APPLICATION

Photo

Confidential

Date of application
dd mm yy

A- PERSONAL DATA

Family name First name Middle name

Date of birth Place of birth Nationality(ies)
dd mm yy

Marital status Single Married Divorced Widowed Separated Gender M F

Present address Bldg/Str. City Country

Permanent address Bldg/Str. City Country

Phone number(s) Home Mobile e-mail

Military Service: Are you free from any military Service? Yes No Driver's Licence/Country

Name of dependents	Birth M/Y	Relationship

Blood group/Rh

If Married, is Spouse working? No Yes

Position & Company of Spouse

In case of accident, persons to be notified Phone

B- JOB/POSITION APPLYING FOR

Job/Position desired Company Country(ies)

Reasons for applying to this job

When can you begin work Monthly salary expected \$

Would you be willing to: Relocate and reside abroad Frequently travel abroad Work overtime

C- EDUCATION AND TRAINING

	School/ University Name and location	Attendance		Grad. Y / N	Degree	Major
		From yy/mm	To yy/mm			
Last high school	1-					
Technical Institute, College, University	2-					
	3-					
	4-					
	5-					
Other (including training & courses)	6-					
	7-					
	8-					
	9-					

Please list any further curricular activities you consider significant to your application

EMPLOYMENT APPLICATION (cont'd - page 2)

D- EXPERIENCE HISTORY

List below your experience history, starting with the most recent or actual position

1 From mm/yy _____ Company Name _____
 To mm/yy _____ Address/Phone _____
 Position & Duties _____
 Reporting to _____
 Number of staff reporting to you _____ Size of the Company \$(000) _____ Last Monthly Pay (\$) _____
 Achievements _____
 Reasons for Leaving _____

2 From mm/yy _____ Company Name _____
 To mm/yy _____ Address/Phone _____
 Position & Duties _____
 Reporting to _____
 Number of staff reporting to you _____ Size of the Company \$(000) _____ Last Monthly Pay (\$) _____
 Achievements _____
 Reasons for Leaving _____

3 From mm/yy _____ Company Name _____
 To mm/yy _____ Address/Phone _____
 Position & Duties _____
 Reporting to _____
 Number of staff reporting to you _____ Size of the Company \$(000) _____ Last Monthly Pay (\$) _____
 Achievements _____
 Reasons for Leaving _____

4 From mm/yy _____ Company Name _____
 To mm/yy _____ Address/Phone _____
 Position & Duties _____
 Reporting to _____
 Number of staff reporting to you _____ Size of the Company \$(000) _____ Last Monthly Pay (\$) _____
 Achievements _____
 Reasons for Leaving _____

5 From mm/yy _____ Company Name _____
 To mm/yy _____ Address/Phone _____
 Position & Duties _____
 Reporting to _____
 Number of staff reporting to you _____ Size of the Company \$(000) _____ Last Monthly Pay (\$) _____
 Achievements _____
 Reasons for Leaving _____

E- LANGUAGES

				Competence level
	Spoken	Read	Written	(1 to 5)
Arabic				
French				
English				

F- HOBBIES AND OTHER ACTIVITIES

EMPLOYMENT APPLICATION (cont'd - page 3)

G- COMPUTER SKILLS

Programming skills	
Operating systems	
Databases	
Officeware	
Business (banking, telecom...)	
Networks	
Hardware platforms	

H- SELF EVALUATION

You are asked to evaluate and mark yourself (1 Bad - 2 Average - 3 Good - 4 Excellent - 5 Outstanding)

Quality of your work (error free, no checking required)	Speed and efficiency at work (completion of tasks)
Attitude at work (fine spirit, enthusiastic)	Organization at work (plan and schedule)
Initiative in your work (independent, self directed)	Technical knowledge (know how in your field)
Communication with others (clear and accurate)	Sense of responsibility

What are your strongest points at work? _____

What are your weakest points at work? _____

What would you like to be doing in 5 years? _____

I- REFERENCES

Please mention Name(s) & Phone(s)

J- PRE-CLOSE INFORMATION

Have you applied to any job elsewhere? If Yes, where? _____

Do you know anyone working in our Group? If Yes, whom and in which Company? _____

Please state in few words your reasons and motivations to join our Group _____

K- CLOSING STATEMENT

I hereby certify that I have personally and willingly answered all the questions and that all the answers I have given and all the statements I have made are true and correct to the best of my knowledge.

<input type="checkbox"/>	I authorize the company to make investigations and inquiries of my personal, employment, educational or medical history and any other related matters, as may be necessary for an employment decision.
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<input type="checkbox"/>	I do not authorize the above investigations for the following reasons:
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I understand that false or misleading information given by me on this application or any supplement thereto, is sufficient ground for immediate dismissal.

Applicant's name and signature

Date												
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Attachments			
<input type="checkbox"/>	Recent photograph	<input type="checkbox"/>	Copy of identity papers
<input type="checkbox"/>	Copies of diploma	<input type="checkbox"/>	Recommendation letter
<input type="checkbox"/>	CV	<input type="checkbox"/>	