

**HUMAN RESOURCES DEPARTMENT**

Code: F-HR-18

JOB APPLICATION FORM

Edition:

Page: 1/3

POSITION APPLIED FOR		Application Date: 1 st Interview Date: 2 nd Interview Date:
EXPECTED SALARY		

PERSONAL DATA			
FULL NAME			
ADDRESS			
PHONE NUMBER			
DATE & PLACE OF BIRTH			
NATIONALITY		MARITAL STATUS	

EDUCATION			
FROM	TO	INSTITUTION (School, College, Institute, University)	DEGREE EARNED

TRAININGS/SEMINARS

LANGUAGES (put E for 'excellent', VG for 'very good', G for 'good', F for 'fair')				
	ARABIC	ENGLISH	FRENCH	OTHERS
READ				
WRITTEN				
SPOKEN				

COMPUTER KNOWLEDGE	OTHER SKILLS (Business Correspondence, Filing..)

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Edition:

Page: 2/3

HOBBIES

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WORK EXPERIENCE

	WORK 1	WORK 2	WORK 3	WORK 4
PERIOD (From - To)				
COMPANY NAME				
ACTIVITY				
ADDRESS				
PHONE NUMBER				
POSITION OCCUPIED				
LAST SALARY				
REASON FOR LEAVING				

REFERENCES

CONTACT PERSON	COMPANY	POSITION	PHONE NUMBER

DO YOU HAVE A CAR? <input type="checkbox"/> NO <input type="checkbox"/> YES	DO YOU SMOKE? <input type="checkbox"/> NO <input type="checkbox"/> YES
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Why do you want to work at CMC? How did you know about the job vacancy?
Do you know any CMC Staff or Customer: <input type="checkbox"/> NO <input type="checkbox"/> YES:

AVAILABILITY: <input type="checkbox"/> IMMEDIATELY <input type="checkbox"/> NOTICE PERIOD:

I the undersigned certify that all information stated in this application is true. Any false information allows CMC to dismiss me without any prior notice or indemnity.

APPLICANT SIGNATURE: _____



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Page: 3/3

MANAGEMENT REMARKS

JOINING DATE:

STARTING SALARY: