

**HUMAN RESOURCES DEPARTMENT**

Code: F-HR-18

**JOB APPLICATION FORM**

Edition:

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**POSITION APPLIED FOR**

Application Date:

1<sup>st</sup> Interview Date:2<sup>nd</sup> Interview Date:**PERSONAL DATA**

FULL NAME		GENDER	<input type="checkbox"/> F <input type="checkbox"/> M
DATE & PLACE OF BIRTH		BLOOD TYPE	
NATIONALITY		MARITAL STATUS	
MOBILE NUMBER		HOME NUMBER	
ADDRESS			
EMAIL ADDRESS			

**EDUCATION**

FROM	TO	INSTITUTION (School, College, Institute, University)	DEGREE EARNED (TS, BS, BA, MA...)

**TRAININGS/SEMINARS**


**LANGUAGES (put E for 'excellent', VG for 'very good', G for 'good', F for 'fair')**

	ARABIC	ENGLISH	FRENCH	OTHER 1:	OTHER 2:
READ					
WRITTEN					
SPOKEN					

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

**HOBBIES**


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**WORK EXPERIENCE (Starting with the most recent position)**

	WORK 1	WORK 2	WORK 3	WORK 4
PERIOD (From - To)				
COMPANY NAME				
ACTIVITY				
ADDRESS				
PHONE NUMBER				
POSITION				
JOB TYPE (full-time, part time, training)				
SUPERVISOR NAME				
LAST SALARY				
REASON FOR LEAVING				

**REFERENCES**

CONTACT PERSON	COMPANY	POSITION	PHONE NUMBER

**Do you know any CMC Staff or Customer:**     NO         YES:**How did you know about the job vacancy?****AVAILABILITY:**                     IMMEDIATELY                     NOTICE PERIOD:**EXPECTED SALARY:**                    **WILLING TO TRAVEL:**  NO         YES**DO YOU HAVE A CAR?**     NO         YES                    **DO YOU SMOKE?**                     NO         YES

**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:** \_\_\_\_\_**MANAGEMENT REMARKS**

<b>JOINING DATE:</b>	<b>STARTING SALARY:</b>