



Application for Employment

PERSONAL

Name		Social Security/Insurance No.	
Address			
Telephone(s)		e-mail	
Nationality		Iqama No.	
Date of Birth	Place of Birth	Marital Status	

TYPE OF EMPLOYMENT DESIRED		BRIEFLY DESCRIBE THE TYPE OF WORK IN WHICH YOU ARE BEST QUALIFIED
FULL TIME PART TIME TEMPORARY		
DATE AVAILABLE FOR EMPLOYMENT		

FOR AN OFFICE SUPPORT POSITION		OFFICE MACHINES OPERATED	
TYPING	SHORT HAND	TELEPHONE SYSTEM FAX COPY MACHINE COMPUTER	
WPM	WPM	OTHER (SPECIFY)	

INDICATE IF ANY OF YOUR RELATIVES ARE EMPLOYED BY THE SCHOOL OR COMPANY

NAME:	RELATIONSHIP
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EDUCATION AND TRAINING

TYPE OF SCHOOL	NAME	ADDRESS	CERT.NO	DATE ATTENDED		DEGREE/MARKS/HRS	MAJOR
				FROM	TO		
HIGH SCHOOL							
COLLEGE/UNIVERSITY							
BUSINESS/TRADE							
INDUSTRIAL							
OTHER SCHOOLS							
SPECIAL COURSES OR SEMINARS							

DEPENDENTS

SPOUSE'S NAME		JOB	
NUMBER OF CHILDREN	AGE(S):	OTHER DEPENDENTS	RELATIONSHIP

Comment briefly on your teaching philosophy and teaching experiences, incorporating any techniques you have used:

EMPLOYMENT RECORD

PRESENT OR LAST EMPLOYER	FROM	TO	POSITION
ADDRESS	TELEPHONE	STARTING SALARY	FINAL SALARY
REASON FOR LEAVING			
PREVIOUS EMPLOYER	FROM	TO	POSITION
ADDRESS	TELEPHONE	STARTING SALARY	FINAL SALARY
REASON FOR LEAVING			
PREVIOUS EMPLOYER الوظيفة السابقة	FROM	TO	POSITION
ADDRESS	TELEPHONE	STARTING SALARY	FINAL SALARY
REASON FOR LEAVING			

I understand that any misrepresentation or omission of any fact by me whether oral or in writing and pertaining to the above mentioned information will be a sufficient cause for the school to reject my application or terminate my employment at any times.

Signature of Applicant	Date	Remarks
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INTERVIEW

Name of interviewer		Appearance	Speech	Knowledge	Personality	Behavior	Skills	Communication
Interviewer 1	<u>Category</u>	/5	/5	/5	/5	/5	/5	/5
	<u>Comment</u>							
Interviewer 2	<u>Category</u>	/5	/5	/5	/5	/5	/5	/5
	<u>Comment</u>							
Interviewer 3	<u>Category</u>	/5	/5	/5	/5	/5	/5	/5
	<u>Comment</u>							
Manager	<u>Category</u>	/5	/5	/5	/5	/5	/5	/5
	<u>Comment</u>							
Average		/5	/5	/5	/5	/5	/5	/5

Interviewers Observation and Recommendation

Recommended **Not Recommended**

Manager's Observation and Recommendation

Recommended **Not Recommended**

Justification (if recommended. justify)

APPROVAL

The candidate has been offered a job with us in EIS / AIS as a/an	Active Date:	Approved by: Eng. Nu'man A..Al-Muhammadi
	Date	