

EMPLOYMENT APPLICATION

Confidential

Photo

(For office use only)

Date of application

A- PERSONAL DATA

Family name First name Middle name

Date of birth Place of birth Nationality(ies)

Marital status Single Married Divorced Widowed Separated Sex M F

Present address Street City Country

Permanent address Street City Country

Phone number at home Cellular phone e-mail

In case of injury, persons to be notified

Blood group: Rh factor

Name of dependents	Age	Relationship

Name of dependents	Age	Relationship

B- PHYSICAL RECORD

List any physical defect (hearing, vision, speech, etc...)

Give details, if any

C- JOB REQUIREMENTS

Type of work desired Position desired

Reasons for applying to this job

Availability to begin work Monthly salary expected

Would you be willing to: Frequently travel in Lebanon Frequently travel abroad Work overtime

D- EDUCATION AND TRAINING

	School Name and location	Attendance From (month/year) To	Grad. YesNo	Degree	Major
High school					
Technical institute					
College/university					
Other					
Other					
Other					

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

E- LANGUAGES

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

F- HOBBIES AND OTHER ACTIVITIES


# EMPLOYMENT APPLICATION (cont'd)

## G- COMPUTER SKILLS

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

## H- EMPLOYMENT HISTORY

Company name	Address	Phone number	Attendance		Monthly pay (\$)		Position held
			From (month/year)	To	Start	End	

## I- MILITARY SERVICE

☐ Free from any military service      Rank held

## J- 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)										
Attitude at work (fine spirit, enthusiastic)										
Initiative in your work (independent, self directed)										
Communication with others (clear and accurate)										
Speed and efficiency at work (completion of tasks)										
Organization at work (plan and schedule)										
Technical knowledge (know how in your field)										
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?										

## K- REFERENCES

## L- CLOSING STATEMENT

I hereby certify that I have taken enough time to answer 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.

☐ 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.

☐ I do not authorize the above investigations for the following reasons:

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

## M- FOR OFFICE USE ONLY

Remarks