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| --- | --- |
| **Name** |  |
| **Position / Department** |  |
| **Date of Application** |  |

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| --- | --- | --- | --- |
| **Personal Profile** | | | |
| **Name** |  |  |  |
| **Nationality** |  | | |
| **Gender** |  | | |
| **Date of Birth** |  | | |
| **ID Num** |  | | |
| **Marital Status** |  | **No. of Dependents** |  |
| **Current Address** |  | | |
| **Permanent Address** |  | | |
| **Telephone №** |  | **Mobile №** |  |
| **Emergency Contact** |  | **Mobile №** |  |
| **E-mail Address** | | | |

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| **Educational Profile** | | | |
| **Last Institution Attended** |  | | |
| **Certification Name** |  | **Year** |  |
| **Certification Period** |  | **Grade** |  |
| **Major Subjects** |  | | |

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| **Second Last Institution Attended** |  | | |
| **Certification Name** |  | **Year** |  |
| **Certification Period** |  | **Grade** |  |
| **Major Subjects** |  | | |

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| **Training** | | | | |
| **Training Course Name** | **Date/Year** | **Duration** | **Venue/Location** | **Training Agent** |
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| **Languages** | | | | | | | | | |
| **Languages Known** |  | **Speak** |  |  | **Read** |  |  | **Write** |  |
|  | Excellent | Good | Fair | Excellent | Good | Fair | Excellent | Good | Fair |
| **Arabic** |  |  |  |  |  |  |  |  |  |
| **English** |  |  |  |  |  |  |  |  |  |
| **Others** |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- |
| **Computer Skills** | | | |
|  | **Excellent** | **Good** | **Fair** |
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| **Additional Skills** | | | |
|  | **Excellent** | **Good** | **Fair** |
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| **Employment History** | | | |
| **Last Job** |  | | |
| **From** |  | To |  |
| **Position held** |  | | |
| **Responsibilities** | - | | |
| **Supervisor’s Name / Contact №** |  | | |
| **Reasons for leaving** |  | | |
|  |  | | |
| **Last Job** |  | | |
| **From** |  | To |  |
| **Position held** |  | | |
| **Responsibilities** | - | | |
| **Supervisor’s Name / Contact №** |  | | |
| **Reasons for leaving** |  | | |
|  |  | | |
| **Last Job** |  | | |
| **From** |  | To |  |
| **Position held** |  | | |
| **Responsibilities** | - | | |
| **Supervisor’s Name / Contact №** |  | | |
| **Reasons for leaving** |  | | |
|  |  | | |

**Recommendations/**

Name: Mob. Recommended Position:

Name: Mob. Recommended Position:

Name: Mob. Recommended Position:

**Undertaking**

I am the undersigned, hereby do solemnly affirm and declare that the contents mentioned in this job application are true and correct to the best of my knowledge and belief.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of Candidate)**