**Apply for Vacancy/ Submit CV**

       Application process will only be available in English (when you are on the Arabic page and click on the position, the application fields will be in English)

       User can apply for the job by filling the Online Application form associated with each job vacancy and attaching their CV. (Captcha will be used for verification).

@Vivek, will the job ID appear on the application form as a default?

       Form will be consistent with NA website forms

       Disclaimer for user info/ privacy policy prior to filling the form

**Application Form**

Disclaimer I Personal Information I CV Upload I Qualifications I Employment Details I Declaration

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| Disclaimer | **Disclaimer**  Applying for this position does not guarantee a job offer. We reserve the right to refrain from responding, but may consider contacting you should you qualify for the position or an opportunity that matches your profile/ qualifications arises. As part of this application process, we will collect and use your personal information. For details on how we use personal information, please see our Privacy Policy |
| Personal Information | **Personal Information**  Title\*                      Full Name\*  Gender\*                Male      Female  Date of Birth\*  Nationality\*  (drop down menu)  **If UAE National**, the following fields will appear:   * Passport Number\* * Unified Number\* (UID) * Family Book Number\* * Emirates ID Number\* * National Service\*  (yes, no, Waiver)   If Waiver, please provide attachment   * Marital Status  (Single/ Married/ Widowed/ Divorced) * Email Address\* * Mobile Number \* * Address\* * Emirate \* * Languages Known\* \_\_\_\_\_\_\_\_\_\_\_\_\_ * What are your key skills?\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_   **If Non-UAE National:**  Passport Number\*  Marital Status\*  (Single/ Married/ Widowed/ Divorced)  Email Address\*  Mobile Number\*  Where are you currently located?\*  Country (drop down menu)       City ------------  If located in the UAE, the following fields will appear: Type of Visa\* \_\_\_\_\_\_\_\_( users to fill)  Visa   Emirates ID Number\*\_\_\_\_\_\_\_\_\_  Languages known\* \_\_\_\_\_\_\_\_\_\_\_\_\_  What are your key skills?\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| CV Upload | Select the CV file to upload\* |
| Qualifications | **Basic Education\***  Please specify your Basic Education   **Postgraduate Education** Please specify your Masters, PHD or other postgraduate Education  **Certifications** Please attach relevant certificate(s) as per the position requirements - Users can upload up to 5 certificates  Certification Type  \_\_\_\_\_\_\_\_\_\_\_\_\_  (applicant to fill type)      Upload File + (to add more)  **Supporting Documentation**  Please attach other relevant documents as per position requirements  Users can upload up to 5 files  File Name          Upload File + (to add more) |
| Employment Details | **Employment Details**  How much work experience do you have?\* \_\_\_\_\_\_\_\_\_  Current Position\* \_\_\_\_\_\_\_\_      Current Employer Name\* \_\_\_\_\_\_\_\_\_\_\_\_\_  Current Monthly Salary in AED and Benefits\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Expected Salary and Benefits\*   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  When are you available for an interview?\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Available to Start Work\*   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employment Notice Period\* (users to enter answer)  Check with developer of they can offer us flexibility in adding questions to that section only (based on each vacancy) -Screening/ job related questions (admin has the option to select this option and enter a number of additional questions to help in the screening process) depending on the vacancy. Questions might require yes/ no tick box and/ or multiple choice and/ or fill in the blank and can be customized based on requirements.    Please indicate how you heard about this job\* (drop down menu to be sorted alphabetically)  Select Email from National Ambulance National Ambulance Career Portal National Ambulance Social Media Pages Recruitment Agency Friends and Family (National Ambulance Employee) Friends and Family  Internet Search Engine Newspaper or Magazine TV or Radio Social Media Sites Online Recruitment Website (e.g. LinkedIn) Other  Please specify |
| Declaration | **Declaration**  Thank you for your interest in National Ambulance. Before submitting this application, please take a moment to review and ensure that the application has been completed correctly to help us to proceed with your application efficiently.  We confirm that the information provided on this application form will remain private and confidential and be used for selection and recruitment purposes and as stated in our Privacy Policy. If your application is shortlisted, we may process or use this information for normal course of business or if required law.  \*By submitting this application, I hereby certify that all information provided in it is complete, true and correct to the best of my knowledge. I understand that any false statements, misleading information, omissions or misrepresentation made by me on this application, may result my failure to proceed with this application or to submit any future applications, as well as a subsequent withdrawal of an offer of employment or termination of employment. I understand that this application maybe be subject to a screening and verification check and I give my consent to National Ambulance UAE to carry out such procedures. |

For General CVs

Note:

For generic applications, there will be a click to action button (e.g. Upload CV) where users will have the option to fill a generic online form and attach their CV. Click to action button and short text for that will be provided in the content document.

Form fields to include:

Title\* Name\*

Nationality\*

Email Address\*

Mobile Number\*

Upload CV\*

Select the CV file to upload

       Once the user submit their application successfully, the following will happen:

o   A unique application reference number will be created, confirmation message to appear on screen (Inside a box with design)

o   The user will receive a confirmation email

o   A record in the applications list will be made

o   The system will send the data to NA Managed Engine through APIs.

**Application Review**

1.       HR Admin views the list of new applications and can filter the list by status or job ID (title) to narrow the applicant list.

2.       Records have statuses of New, Reviewed, In Progress, Selected, Rejected.

3.       Notes can be added to the application which if a tick box is ticked an email will be sent to the candidate.

4.       Rejected and selected records are considered closed and a final closure email sent to the candidate. At this point email notification for these cases should be stopped.