



Al Balagh Trading & Contracting Co


JOINING DUTY FORM FOR STAFF

Doc No : F 119

Rev No : 01

Date : 17.10.16

| | | | |
|---|------------------|---|--|
| Employee Name | iii | | |
| Employee Number | | Please attach your recent photograph here | |
| Designation | 222B | | |
| Division | AL DIV ONE | | |
| Local Contact No | | | |
| Recruited Through | | | |
| Date Of Birth | | | |
| Date Of Landing (Sponsored Staff) | | | |
| Date Of Joining | | | |
| Passport Number | | | |
| Passport Validity | | | |
| Sponsored / Local Staff | Sponsored | | |
| Resident Permit Number (Local Staff Only) | | Validity | |
| Present Sponsor (Local Staff Only) | | | |
| Location Of Stay | | | |
| Telephone (Country Of origin) | | | |
| Email ID | aaa@qq.hh | | |
| Father's Name | | | |
| Father's Occupation | | | |
| Permanent Residential Address | | | |
| In case of Emergency, Contact | | | |
| Nationality | BANGLADESH | | |
| Blood Group : | Marital Status : | | |
| Spouse Name | | Occupation | |
| No of Children | : 0 | | |
| Have you suffered from any major illness? YES / NO If Yes, please give details : | | | |
| Have you applied for an employment with AL-BALAGH OIL & GAS earlier? YES/NO if yes, please give details : | | | |

| | | | |
|--|------------------------------------|-------------|-----------------|
|  AL-BALAGH للتجارة والتعاقدات | JOINING DUTY FORM FOR STAFF | | |
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| | | |
|--|----------|--|
| Are you related to any past / present employee / director of this Company? YES / NO : | | |
| VISA | | |
| Visa Type | Visa No. | Valid Up to |
| VISA 10 | | |
| 1. References : (Two references other than relatives) | | |
| A. Name Address, Occupation & Phone Number : | | B. Name Address, Occupation & Phone Number : |
| 2. Do you have any objections to our securing report from your present and previous employers: (if required) | | NO |

Declaration

I declare that the information and facts stated herein above are true and correct to the best of my knowledge and belief.

I also understand that any misrepresentation of facts in this application is sufficient for dismissal, if ever found.

Place _____

Date : _____ Signature : _____

-----FOR OFFICE USE ONLY-----

| | | | |
|-------------------------|--|------------------------|--|
| JOB NO./DIVISION | | DATE OF JOINING | |
|-------------------------|--|------------------------|--|

Copy To:

| | |
|---------------|------------------------|
| Division Head | GENERAL MANAGER |
|---------------|------------------------|

Following original certificates verified and returned: