



Al Balagh Trading & Contracting Co

JOINING DUTY FORM FOR STAFF

Doc No : F 119

Rev No : 01

Date : 17.10.16

| | | | |
|---|------------------|---|--|
| Employee Name | | | |
| Employee Number | | Please attach your recent photograph here | |
| Designation | | | |
| Division | | | |
| Local Contact No | | | |
| Recruited Through | | | |
| Date Of Birth | | | |
| Date Of Landing (Sponsored Staff) | | | |
| Date Of Joining | | | |
| Passport Number | | | |
| Passport Validity | | | |
| Sponsored / Local Staff | | | |
| Resident Permit Number (Local Staff Only) | | Validity | |
| Present Sponsor (Local Staff Only) | | | |
| Location Of Stay | | | |
| Telephone (Country Of origin) | | | |
| Email ID | | | |
| Father's Name | | | |
| Father's Occupation | | | |
| Permanent Residential Address | | | |
| In case of Emergency, Contact | | | |
| Nationality | | | |
| Blood Group : | Marital Status : | | |
| Spouse Name | | Occupation | |
| No of Children : | | | |
| Name | Age | Occupation | |
| | | | |



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| | | |

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 :

Are you related to any past / present employee / director of this Company? YES / NO :

| Languages Known (underline Mother Tongue) | READ | WRITE | SPEAK |
|---|------|-------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

EDUCATIONAL QUALIFICATION

| Qualification | Institution Name & Place | Year & Month of passing | Degree /Diploma Received | Specialization | Percentage |
|---------------|--------------------------|-------------------------|--------------------------|----------------|------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

WORK EXPERIENCE

| | | | |
|------------------------------------|--|------------------|--|
| Total Work Experience in Years: | | GCC Experience: | |
| 1. Name & Address of Last Employer | | | |
| Date of Joining | | Date Of Leaving | |
| Designation | | Take Home Salary | |
| 2. Name & Address of Last Employer | | | |



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|--|----------|--|--|
| Date of Joining | | Date Of Leaving | |
| Designation | | Take Home Salary | |
| 3. Name & Address of Last Employer | | | |
| Date of Joining | | Date Of Leaving | |
| Designation | | Take Home Salary | |
| 4. Name & Address of Last Employer | | | |
| Date of Joining | | Date Of Leaving | |
| Designation | | Take Home Salary | |
| VISA | | | |
| Visa Type | Visa No. | Valid Up to | |
| | | | |
| 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) | | | |

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

| | | | |
|---|-----------------------------|-------------|-----------------|
|  AL-BALAGH التجارة والتعاقدات Al Balagh Trading & Contracting Co | JOINING DUTY FORM FOR STAFF | | |
| | Doc No : F 119 | Rev No : 01 | Date : 17.10.16 |

Copy To:

Division Head

GENERAL MANAGER

Following original certificates verified and returned: