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| KA Logo   |  | | --- | |  | | |  | | Application No. | | |  | |  |  | |
|  | |  | | Reviewed by | | |  | | | | |
|  | |  | | Date | | |  | |  |  | |
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| **EMPLOYMENT APPLICATION FORM** | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |
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| **Position Applied for** | | | | | | | | | | | | |
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| **PERSONAL INFORMATION** | | | | | | | | | | | | |
| Title: | | Dr. / Mr. / Mrs. / Ms. | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Family Name | | | First Name | | | | | Father's Name | | | | |
|  | | |  | | | | |  | | | | |
| Maiden Name (if applicable) | | | | | Mother's Name | | | | | | | |
|  | | | | |  | | | | | | | |
| Date of Birth | | | | | Place of Birth | | | | | | | |
|  | | | | |  | | | | | | | |
| Nationality | | | | | Country of Origin | | | | | | | |
| 1. | | | | |  | | | | | | | |
| 2. | | | | |  | | | | | | | |
| Marital Status | | | | | Number of Children | | | | | | | |
|  | | | | |  | | | | | | | |
| Working Status of Spouse | | | | | Children's Year of Birth | | | | | | | |
|  | | | | |  | | | | | | | |
| Permanent Address | | | | | Present Address (If different from Permanent Address) | | | | | | | |
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| Tel. No.: |  | | | | Tel. No.: | | | | | | Mobile No.: | |
| Fax No.: |  | | | | Fax No.: |  | | | | | | |
| E-mail: |  | | | | E-mail: |  | | | | | | |
| Countries not willing to work in | | | | | Do you have any relatives working at K&A? | | | | | | | |
|  | | | | | (If yes, please give details) | | | | | | | |
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|  | | | | |  | | | | | | | |
| Date Available for Employment | | | | | Have you applied to K&A previously? | | | | | | | |
|  | | | | | (If yes, please give details) | | | | | | | |
|  | | | | |  | | | | | | | |
| Minimum expected salary | | | | |  | | | | | | | |
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| **EDUCATION/SKILLS** | | | | | | | | | | | | | |
| **Secondary Education** | | | | | | | | | | | | | |
| Name, Country of School | | | | Dates | | | | Certificates/Diplomas Obtained | | | | | |
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| **University Education** | | | | | | | | | | | | | | | | | | | | | | |
| Name of University/College | | | | City/Country | | | Dates | | | Degree Level and Title | | | |
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| Outline the content of your final course/research. | | | | | | | | | | | | | | | | | | | | | | |
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| **General Information Technology Skills** *(For applicants to the IT Section, please refer to the IT* | | | | | | | | | | | | | | | | | | | | | | |
| *Skills Form)* Specify the softwares you are familiar with and the level of command: | | | | | | | | | | | | | | | |  |  | | | | | |
| 1. | | | | | | | | 5. | | | | | | | | | |  |  |
| 2. | | | | | | | | 6. | | | | | | | | | |  |  |
| 3. | | | | | | | | 7. | | | | | | | | | |  |  |
| 4. | | | | | | | | 8. | | | | | | | | | |  |  |
| Knowledge of Languages | | | | | | | | | | | | | |
|  | Read | | | | Write | | | | | | Speak | | |
|  | Excellent | Good | Fair | | Excellent | Good | | | Fair | | Excellent | Good | Fair | |
| ARABIC |  |  |  | |  |  | | |  | |  |  |  | |
| ENGLISH |  |  |  | |  |  | | |  | |  |  |  | |
| FRENCH |  |  |  | |  |  | | |  | |  |  |  | |
| OTHERS |  |  |  | |  |  | | |  | |  |  |  | |
| Give details of any other skills/qualifications which may be relevant indicating your proficiency. Include any | | | | | | | | | | | | | | | | | | | | | | |
| prizes, awards, scholarships or sponsorship won at school, college or university. | | | | | | | | | | | | | | | | | | | | |  |  |
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| Give details of any membership of Professional Organizations or Institutions. | | | | | | | | | | | | | | | | |  | | | |  |  |
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| **EMPLOYMENT RECORD** | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |
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| Starting with your present or last employer, state in reverse chronological order the jobs held. | | | | | | | | | | | | | | | | | |  |  |  |
| Name of Employer | Address of Employer | | | | | | Type of Business | | |
|  |  | | | | | |  | | |
| FROM (Month/Year) | To (Month/Year) | Salaries Per Annum | | | Exact Title of Your Post | | | | Name of Supervisor |
| Starting | Final | |
|  |  |  |  | |  | | | |  |
| Reason for leaving | | | | | | Number of Employees Supervised by You | | | |
|  | | | | | | | | | |
| Description of your duties: | | | | | | | | | |
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|  | | | | | | | | | |
| Name of Employer | Address of Employer | | | | | | Type of Business | | |
|  |  | | | | | |  | | |
| FROM (Month/Year) | To (Month/Year) | Salaries Per Annum | | | Exact Title of Your Post | | | | Name of Supervisor |
| Starting | Final | |
|  |  |  |  | |  | | | |  |
| Reason for leaving | | | | | | Number of Employees Supervised by You | | | |
|  | | | | | | | | | |
| Description of your duties: | | | | | | | | | |
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| Name of Employer | Address of Employer | | | | | | Type of Business | | |
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| FROM (Month/Year) | To (Month/Year) | Salaries Per Annum | | | Exact Title of Your Post | | | | Name of Supervisor |
| Starting | Final | |
|  |  |  |  | |  | | | |  |
| Reason for leaving | | | | | | Number of Employees Supervised by You | | | |
|  | | | | | | | | | |
| Description of your duties: | | | | | | | | | |
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| **REFERENCES** | | | | | | | | | |
| Give the names, addresses and occupation of two references. | | | | | | | | | | | | | | |  |  |  |  |  |  |
| 1. | | | | 2. | | | | | |
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| Tel. No. : | | | | Tel. No. : | | | | | |
| Occupation : | | | | Occupation : | | | | | |

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| **GENERAL** | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |
| As a Khatib & Alami employee, you may be required to travel to areas of the World where K&A has work | | | | | | | | | | | | | | | | | | | |  |
| responsibilities. Please state any reasons which might prevent you from accepting such assignments: | | | | | | | | | | | | | | | | | | | |  |
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| Any other particulars that you feel are relevant to this application. | | | | | | | | | | | | | | | |  |  |  |  |  |
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| Give details of any serious illness / medical conditions. | | | | | | | | | | | | | | |  |  |  |  |  |  |
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| In case of emergency contact : | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |
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| Name : ………………………… Relationship: ………………………… Tel. No. : ………………….. | | | | | | | | | | | | | Relationship :………………………….. | | | |  | Tel. No. : ………………….. | | |
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| Have you ever been arrested or convicted? (If yes, give details). | | | | | | | | | | | | | | | |  |  |  |  |  |
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| I certify that the statements made by me, in answer to the foregoing questions, are true, complete and correct | | | | | | | | | | | | | | | | | | | | |
| to the best of my knowledge and belief, and I authorize investigation of all statements contained therein. I | | | | | | | | | | | | | | | | | | | | |
| further understand that any misrepresentation or material omission made on this personal history form | | | | | | | | | | | | | | | | | | | | |
| renders me liable to dismissal. | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |
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| Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |  | |  |  |  | Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
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| DOCUMENTS TO BE SUBMITTED WITH APPLICATION : | | | | | | | | | | | | | | | |  |  |  |  |  |
| a. Photocopies of degrees obtained (will require certification if accepted). | | | | | | | | | | | | | | | | | | |  |  |
| b. Photocopy of identity card and passport. | | | | | | | | | | | | | | |  |  |  |  |  |  |
| c. Documentary evidence which supports the statements under EMPLOYMENT RECORD. | | | | | | | | | | | | | | | | | | | |  |
| d. Detailed CV (Preferred format). | | | | | | | | | | | | | |  |  |  |  |  |  |  |
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| **OFFICE USE ONLY** | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |
| **INTERVIEWER REMARKS** | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |
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| Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name & Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | |  | Name & Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
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| **MANAGEMENT DECISION** | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |
| Appoint as : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | |  |
| Starting Salary / Rate : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Allowances : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | Allowances : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | Sig Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_nature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
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| ***All information on this form is confidential and will not be divulged to anyone outside K&A (C.E.C).*** | | | | | | | | | | | | | | | | | | | | |
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| **INFORMATION TECHNOLOGY SKILLS *(Only for IT SECTION applicants)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | |
| **Computer Platforms Worked On** | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | |  | | | | |  | | | |  | |
| IBM Compatible | | Unix Workstations | | Macintosh | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | M Macintosh acintosh | | | | | | | | | | | | |  | |  | |  | | | |
| **Hardware Assembling & Troubleshooting Experience** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | |  | | | | |  | | | |  | |
| Yes | | No | | | | | | | | |
| **Operating System Utilized** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | |  | |  | | | |  |
| Win95/98 | | WinNT | | Apple Macintosh | |
| Windows 2000 | | Unix | | | |
| **List Programming Languages Used for Development** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |  | | | | | |  | | | | |  | | | | |  |
| Java | | C++ | | Visual Basic | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | |  | |  |
| **Database Applications** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SQL Server | | Fox Pro | | Microsoft Access | | | | | | | | | |  | | | | | |  | | |  | | | |  |
| Oracle | | Other Specify | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | |  | | |  |
| **Desktop Applications Familiar With** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MS Word | | MS Project | | Primavera | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | |  | | |  |
| MS Access | | Lotus 123 | | MS Power Point | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | |  | | |  |
| MS Excel | | Outlook | | Others Specify | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | |  | | |  |
| **Networking Experience** | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | |  | | | | |  | | | |  | | |
| Setup a Network | | | | Mapping Network Drives | | | | |
| Network Administration | | | | Sharing files and folders | | | | | | | |  |
| Network Protocols (TCP/IP,NetBEUI, etc…) | | | | Print Sharing | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Print Sharing | | | | | | | | | | | | | | |  | | | | |  | | | |
| **Internet Experience** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Internet Explorer | | | Netscape Navigator | Messaging | | | |  | | | |  |
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| Web Development | | | Yes | No | | | | | | | | | | | | | | |  | | |  | | | |  | | | | |  | |
| Internet/Intranet Setup | | | Yes | No | | |
| Mail Setup | | | Yes | No | | | | | | | | | | |  | | | | | |  | | | |  | | | | |  | |
| Proxy Server Setup | | | Yes | No | | | | | | | | | | |  | | | | | |  | | | |  | | | | |  | |
| **CAD Knowledge and Experience** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Microstation | | | Working with Microstation Project Bank | |
| Triforma Architectural | | | Microstation Programming | |
| Triforma Mechanical | | | AutoCAD 2000 | | | |
| Triforma Structural | | | Architectural Desktop II | |
| Triforma Electrical | | |  | |
| **Computer Graphics Knowledge and Experience** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | |  | | | | |  | | | |  | | |
| Adobe Photoshop | | | Corel Draw 9.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3D Max | | | Quark Express | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |  | | | | | |  | | | | |  | | | | |

Bottom of Form