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| KA Logo

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 |  | Application No. |   |   |  |
|  |  | Reviewed by |  |
|  |  | Date |   |  |  |
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| **EMPLOYMENT APPLICATION FORM** |  |  |  |  |  |  |  |  |  |
|  |
|  |
| **Position Applied for**  |
|  |
|  |
| **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) |
|  |  |
|  |  |
| 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)  |
|  |  |
|  |  |
| 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 |
|  |  |  |
|  |  |  |
|  |  |  |
| **University Education**  |
| Name of University/College | City/Country | Dates |  Degree Level and Title |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Outline the content of your final course/research. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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. |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Give details of any membership of Professional Organizations or Institutions. |   |   |   |
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| **EMPLOYMENT RECORD**  |   |   |   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
| 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: |
|  |
|  |
|  |
| 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: |
|  |
|  |
|  |
| 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: |
|  |
|  |
|   |   |
|   |
| **REFERENCES**  |
| Give the names, addresses and occupation of two references. |  |  |  |  |  |  |
| 1. | 2.  |
|  |  |
| 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: |  |
|   |   |   |   |   |   |   |   |   |   |   |  |
|   |   |   |   |   |   |   |   |   |   |   |  |
| Any other particulars that you feel are relevant to this application. |  |  |  |  |  |
|   |   |   |   |   |   |   |   |   |   |   |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Give details of any serious illness / medical conditions. |  |  |  |  |  |  |
|   |   |   |   |   |   |   |   |   |   |   |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| In case of emergency contact : |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Name : ………………………… Relationship: ………………………… Tel. No. : ………………….. | Relationship :………………………….. |  | Tel. No. : ………………….. |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Have you ever been arrested or convicted? (If yes, give details). |  |  |  |  |  |
|   |   |   |   |   |   |   |   |   |   |   |  |
|   |   |   |   |   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 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. |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  |  |  |  | Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|   |   |   |   |   |   |   |   |   |   |   |   |
| 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). |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **OFFICE USE ONLY** |  |  |  |  |  |  |  |  |  |
| **INTERVIEWER REMARKS**  |  |  |  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |   |   |   |   |  |
|   |   |   |   |   |   |   |   |   |   |   |  |
|   |   |   |   |   |   |   |   |   |   |   |  |
| Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name & Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Name & Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **MANAGEMENT DECISION**  |  |  |  |  |  |  |  |  |  |
| Appoint as : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Starting Salary / Rate : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Allowances : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Allowances : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Sig Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_nature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |  |  |  |
| ***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 |  |  |
|  |  |  |  |  |  |  |
| 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