

DATE:



JOB APPLICATION FORM

PHASE ONE (1) - JAF

 PASSPORT SIZE PHOTO
IN BLUE BACKGROUND

Please print/type in CAPITAL: The application must be fully completed for our consideration even if you have attached your CV/Resume.

PERSONAL INFORMATION

(First Name)		(Middle Name)		(Surname)	
NAME: _____					
ADDRESS: _____					
VISA TYPE:	VIST	BUSINESS	WORK	NOC	OTHERS (please specify): _____
VISA STATUS/PERIOD: _____			AGE: _____	GENDER: <input type="checkbox"/> M <input type="checkbox"/> F	
EMAIL ADDRESS: _____			DATE OF BIRTH (DD/MM/YYYY): _____		
MOBILE #: _____			NATIONALITY: _____		
PASSPORT #:	_____	EXPIRY (DD/MM/YYYY):	_____	WEIGHT: _____ (kgs)	HEIGHT: _____ (meters)
QATAR ID #	_____	EXPIRY (DD/MM/YYYY):	_____	MARITAL STATUS:	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED
HIGHEST EDUCATIONAL ATTAINMENT: _____			OTHERS (please specify): _____		
CURRENT LOCATION: _____ (City)		_____ (Country)		LINKEDIN: _____	
SOCIAL NETWORK ACCOUNTS	FACEBOOK:	_____		YOUTUBE: _____	
	INSTAGRAM:	_____		OTHERS (please specify): _____	
	TWITTER:	_____			

CAREER PROFILE

TOTAL YEARS OF EXPERIENCE: _____	YOU FOUND US THROUGH:		
TOTAL YEARS OF EXPERIENCE IN GCC: _____	JOB POSTS	AGENCY	Agency Name: _____
FIELDS OF EXPERIENCE: 1 _____		WEBSITE	SOCIAL MEDIA
2 _____			
3 _____			

BRIEF JOB DESCRIPTION OF YOUR POSITIONS MENTIONED IN THE FIELD OF EXPERIENCE:

CURRENT/PREVIOUS SALARY (IN QAR): _____

APPLYING FOR: _____

EXPECTED TOTAL SALARY (IN QAR): _____

COMMUNICATION SKILLS:

ARABIC:	READ	SPEAK	WRITE
ENGLISH:	READ	SPEAK	WRITE
OTHERS (please specify):	READ	SPEAK	WRITE

DO YOU HAVE QATAR DRIVING LICENSE?

 YES | NO

IF YES? WHEN IS THE EXPIRY (DD/MM/YYYY): _____

DID YOU RECEIVE ANY WARNING LETTERS OR MEMOS IN YOUR PREVIOUS COMPANY? YES | NO

IF YES, FOR WHAT SPECIFIC REASON/S? _____

NOTE: IF YOU HAVE ANY PREVIOUS EMPLOYMENT CERTIFICATES OR AWARDS, KINDLY ATTACH IN THIS JAF (JOB APPLICATION FORM) FOR OUR WORKING REFERENCE. KINDLY USE JPG AND PDF FORMAT ONLY FOR THE ATTACHMENTS

EMPLOYMENT HISTORY & REFERENCES (WITH CONTACT DETAILS)

COMPANY (1): _____	DESIGNATION: _____
DATES EMPLOYED: FROM: _____ TO: _____	DURATION: _____
REASON FOR LEAVING: IF TERMINATED (please provide the reason): _____	
IF RESIGNED (please provide the reason): _____	

REFERENCE FROM COMPANY (1)

NAME: _____ MOBILE NUMBER: _____
 DESIGNATION _____ EMAIL ADDRESS: _____

COMPANY (2): _____ DESIGNATION: _____
 DATES EMPLOYED: FROM: _____ TO: _____ DURATION: _____
 REASON FOR LEAVING: IF TERMINATED (please provide the reason): _____
 IF RESIGNED (please provide the reason): _____

REFERENCE FROM COMPANY (2)

NAME: _____ MOBILE NUMBER: _____
 DESIGNATION _____ EMAIL ADDRESS: _____

COMPANY (3): _____ DESIGNATION: _____
 DATES EMPLOYED: FROM: _____ TO: _____ DURATION: _____
 REASON FOR LEAVING: IF TERMINATED (please provide the reason): _____
 IF RESIGNED (please provide the reason): _____

REFERENCE FROM COMPANY (3)

NAME: _____ MOBILE NUMBER: _____
 DESIGNATION _____ EMAIL ADDRESS: _____

SIGNATURE DISCLAIMER AND INDEMNITY

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated. I hereby fully indemnify, and don't have any objection for the company to share my details both online and offline to any third party as the company may deem necessary.

NAME: _____ SIGNATURE: _____
 DATE: _____

Note: Please attach the following documents - CV/Resume, Passport copy, Visa copy, Employment Certificates copy (if available), Transcript of Records copy, Diploma copy, No Objection Certificates copy (if available), any supporting documents with regards to your application.

FOR INTERNAL USE ONLY (PHASE 1 - JAF)
To be filled up by HRAD DEPARTMENT ONLY

APPLICATION CHECKLIST

1. JAF (JOB APPLICATION FORM)
2. CURRICULUM VITAE (CV)
3. PASSPORT COPY
4. VISA COPY
5. EMPLOYMENT CERTIFICATES
6. TRANSCRIPT OF RECORDS
7. DIPLOMA
8. SAMPLES OF WORK
9. OTHERS (please specify)

YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO

HRAD DEPARTMENT
signature and date

To proceed with Phase Two (2) VOR - Verification of References
 To return to candidate for completion of Phase One (1) JAF - Job Application Form
 Regret Letter

TYPE OF RECRUITMENT

LOCAL INTERNATIONAL

APPLICATION FOR DEPARTMENT:

HRAD MANAGER - HOD OF HSE & QAQC
signature and date