Shafak Organization

Human Resources Department

Job application form

Application No. Branch:

Position applied for: Place:

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| **Personal data** |
| **Surname**  |  | **No. of Children** |  |
| **Forename**  |  | **Nationality** |  |
| **Father name**  |  | **Mobile phone**  |  |
| **Birth date**  |  | **Sex** |  |
| **Marital status**  |  | **E-mail**  |  |
| **Full current Address**  |  |

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| **Academic Qualifications** |
|  | **Qualification completed** | **Awarding Institution** | **Start Date** | **End Date** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

|  |  |
| --- | --- |
|  | **Previous work experience** |
| Job title | Place of work | Start date | End Date | Salary | Reason for leaving | Main job duties |
|  |  |  |  |  |  |  |
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| **Training Qualifications** |
|  | Course Name | Awarding Body | Start Date | End Date |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

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| **Language**  |
| Language  | Reading  | Writing  | Speaking  |
| Arabic |  |  |  |
| English  |  |  |  |
| Turkish |  |  |  |
| Other  |  |  |  |
| **IT Skills** |
| Program  | Level  | Program  | Level  |
| Microsoft Windows  |  | Internet Explorer  |  |
| Microsoft Outlook |  | Microsoft Word  |  |
| Microsoft Excel  |  | Microsoft PowerPoint |  |
| Microsoft Access  |  | Microsoft project  |  |
| Other programs |  |

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| **Referees** |
| First Referee | Second Referee |
| Full Name  |  | Full Name  |  |
| Job title |  | Job title |  |
| Place of Work  |  | Place of Work  |  |
| Period of work together  |  | Period of work together  |  |
| Telephone  |  | Telephone  |  |
| E-Mail  |  | E-Mail  |  |

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| --- | --- |
| Candidate Signature:  | Date: |