**Application Form ﺗﻮﻇﻴﻒ ﻃﻠﺐ**

# ......... / ..... / ..... :اﻟﻄﻠﺐ ﺎﺗرﻳﺦ إﻟﻴﻬﺎ اﳌﺘﻘﺪم اﻟﻮﻇﻴﻔﺔ

**Personal Data ﺷﺨﺼﻴﺔ ت�ﺑﻴﺎ**

## Name **اﻹﺳﻢ**

Contacts Numbers

( Home

ﻣﻨﺰل

-Mobile

**أرﻗﺎم اﻟﺘﻠﻴﻔﻮ�ت** ) ﻣﻮﺎﺑﻳﻞ -

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| Date Birth:.......................................................... | | | | | ............................................................................. **: اﳌﻴﻼد ﺎﺗرﻳﺦ** | | | | |
| ID Card No:..................................................... | | | | | ................................................................................ **:اﻟﺒﻄﺎﻗﺔ رﻗﻢ** | | | | |
| Address : **: ﺎﺑﻟﺘﻔﺼﻴﻞ اﳊﺎﱄ اﻟﺴﻜﻦ ﻋﻨﻮان**  ...................................................................................................................................................................................................  ................................................................................................................................................................................................... | | | | | | | | | |
| Nationality :.................................................................. | | | | | ..................................................................................... **اﳉﻨﺴﻴﺔ** | | | | |
| Marital Status: ............................................................. | | | | | ........................................................................ **:اﻻﺟﺘﻤﺎﻋﻴﺔ اﳊﺎﻟﺔ** | | | | |
| Military Service:.......................................................... | | | | | .........................................................................**:اﻟﻌﺴﻜﺮﻳﺔ اﳋﺪﻣﺔ** | | | | |
| Driving License: |  | yes |  | No | **ﻻ ﻳﻮﺟﺪ** |  | **ﻳﻮﺟﺪ** |  | **رﺧﺼﺔ اﻟﻘﻴﺎدة:** |

**Education: : اﻟﺪراﺳﻴﺔ اﳌﺆﻫﻼت**

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| **اﻟﺘﻘﺪﻳﺮ اﻟﻌﺎم**  Degree | **اﻟﺘﺨﺮج ﺳﻨﺔ** Year of Graduation | **اﻟﺘﺨﺼﺺ**  Specialization | **اﻟﺪرﺟﺔ اﻟﻌﻠﻤﻴﺔ**  Scientific Degree | **اﳉﺎﻣﻌﺔ / اﳌﺪرﺳﺔ**  School Or University |
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| **اﳋﱪات اﻟﻌﻤﻠﻴﺔ اﻟﺴﺎﺑﻘﺔ )اﺑﺪأ ﺂﺑﺧﺮ وﻇﻴﻔﺔ ﻋﻤﻠﺖ ﻬﺑﺎ ﰒ اﻟﱵ ﺗﺴﺒﻘﻬﺎ( position) recent with (begin record Experience** | |
| **Employer Name:** ……………………….. | ....................................................... **: اﳌﺆﺳﺴﺔ اﺳﻢ**  .......................................... **( اﻟﻮﻇﻴﻔﻲ اﳌﺴﻤﻰ) اﳌﻬﻨﺔ**  ......................................................... **: اﳋﺪﻣﺔ ﻣﺪة**  …… / ….. / ….. **إﱃ** …… / ….. / ….. **ﻣﻦ**  **اﻟﺘﻮﺻﻴﻒ اﻟﻮﻇﻴﻔﻲ :**  .........................................................................  .....................................................................  ..................................................... **اﻟﻌﻤﻞ ﺗﺮك ﺳﺒﺐ**  **أﺧﺮ ﻣﺮﺗﺐ :**  **( إﲨﺎﱄ ) , ( ﺻﺎﰲ )** |
| **Position:** …………………………………. |
| **Period :** ………………………………… |
| **From** ….. / ….. / ….. **To** ….. / ….. / ….. |
| **Job Description:** |
| …………………………………….……… |
| …………………………….……………… |
| **Reason of leave** …………………………. |
| **Last Salary** |
| **(Net** …………) , (**Gross** ) |
| **Employer Name:** ……………………….. | ....................................................... **: اﳌﺆﺳﺴﺔ اﺳﻢ**  .......................................... **( اﻟﻮﻇﻴﻔﻲ اﳌﺴﻤﻰ) اﳌﻬﻨﺔ**  ......................................................... **: اﳋﺪﻣﺔ ﻣﺪة**  …… / ….. / ….. **إﱃ** …… / ….. / ….. **ﻣﻦ**  **اﻟﺘﻮﺻﻴﻒ اﻟﻮﻇﻴﻔﻲ :**  ........................................................................  ..................................................... **اﻟﻌﻤﻞ ﺗﺮك ﺳﺒﺐ**  **أﺧﺮ ﻣﺮﺗﺐ :**  **( إﲨﺎﱄ ) , ( ﺻﺎﰲ )** |
| **Position:** …………………………………. |
| **Period :** ………………………………… |
| **From** ….. / ….. / ….. **To** ….. / ….. / ….. |
| **Job Description:** |
| …………………………………….……… |
| **Reason of leave** …………………………. |
| **Last Salary** |
| **(Net** …………) , (**Gross** ) |
| **Employer Name:** ……………………….. | ....................................................... **: اﳌﺆﺳﺴﺔ اﺳﻢ**  .......................................... **( اﻟﻮﻇﻴﻔﻲ اﳌﺴﻤﻰ) اﳌﻬﻨﺔ**  ......................................................... **: اﳋﺪﻣﺔ ﻣﺪة**  …… / ….. / ….. **إﱃ** …… / ….. / ….. **ﻣﻦ**  ..................................................... **اﻟﻌﻤﻞ ﺗﺮك ﺳﺒﺐ**  **أﺧﺮ ﻣﺮﺗﺐ :**  **( إﲨﺎﱄ ) , ( ﺻﺎﰲ )** |
| **Position:** …………………………………. |
| **Period :** ………………………………… |
| **From** ….. / ….. / ….. **To** ….. / ….. / ….. |
| **Reason of leave** …………………………. |
| **Last Salary** |
| **(Net** …………) , (**Gross** ) |

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| **اﶈﺎدﺛﺔ**  Conversation | | | **اﻟﻜﺘﺎﺑﺔ**  Writing | | | **اﻟﻘﺮاءة**  Reading | | | **اﻟﻠﻐﺔ**  Language |
| **ﳑﺘﺎز**  Fluent | **ﻣﺘﻮﺳﻂ**  Good | **ﺿﻌﻴﻒ**  poor | **ﳑﺘﺎز**  Fluent | **ﻣﺘﻮﺳﻂ**  Good | **ﺿﻌﻴﻒ**  poor | **ﳑﺘﺎز**  Fluent | **ﻣﺘﻮﺳﻂ**  Good | **ﺿﻌﻴﻒ**  poor |
|  |  |  |  |  |  |  |  |  | **اﻹﳒﻠﻴﺰﻳﺔ** |
|  |  |  |  |  |  |  |  |  | **اﺧﺮي** |

**Training Courses: اﻟﺘﺪرﻳﺒﻴﺔ اﻟﺪورات**

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| **اﻟﺪورة اﻟﺘﺪرﻳﺒﻴﺔ**  Training course | **اﳌﻌﻬﺪ**  The Institute | **اﻟﻔﱰة**  The period | **ﻣﻼﺣﻈﺎت**  Notes |
| **اﻟﻠﻐﺎت واﻟﱰﲨﺔ**  Language and Translation : | …………………...……..  …………………...…….. | From : / /  To : / / | …………………...……..  …………………...…….. |
| **اﻟﻜﻤﺒﻴﻮﺗﺮ**  Computer Courses : | …………………...……..  …………………...…….. | From : / /  To : / / | …………………...……..  …………………...…….. |
| **دورات أﺧﺮى**  Other training courses : | …………………...……..  …………………...…….. | From: / /  To : / / | …………………...……..  …………………...…….. |

**General Questions: ﻋﺎﻣﺔ أﺳﺌﻠﺔ**

# (1 ﻣﺎ ﻫﻲ اﺠﻤﻟﺎﻻت اﻟﱵ ﺗﻔﻀﻞ اﻟﻌﻤﻞ ﻬﺑﺎ؟

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# (2 ﻣﺎ اﻹﺿﺎﻓﺎت اﻟﻌﻤﻠﻴﺔ اﻟﱵ ﳝﻜﻦ أن ﲢﻘﻖ اﻟﺘﻄﻮر واﻟﻨﺠﺎح ﰲ ﺣﺎﻟﺔ ﺷﻐﻞ اﻟﻮﻇﻴﻔﺔ؟

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# (3 ﻫﻞ ﳝﻜﻨﻚ اﻟﻌﻤﻞ ﰲ وﻗﺎت إﺿﺎﻓﻴﺔ؟

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# (4 ﻫﻞ ﳝﻜﻨﻚ اﻟﺴﻔﺮ ﳌﻬﺎم ﻣﺘﻌﻠﻘﺔ ﺎﺑﻟﻌﻤﻞ؟

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# (5 ﻫﻞ ﺗﻮاﻓﻖ ﻋﻠﻰ اﻟﻌﻤﻞ ﰲ أي ﻓﺮع ﻣﻦ ﻓﺮوع اﻟﺸﺮﻛﺔ ﰲ ﻣﻨﻄﻘﺔ اﺧﺮي؟

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# (6 ﻫﻞ ﻟﺪﻳﻚ اﻻﺳﺘﻌﺪاد ﻟﻌﻤﻞ ﺎﺑﻟﺸﺮﻛﺔ ﺑﻨﻔﺲ اﻟﺮاﺗﺐ اﻟﺴﺎﺑﻖ؟

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# (7 ﻣﺎ ﻫﻮ اﻟﺮاﺗﺐ اﻟﺬي ﺗﺘﻮﻗﻌﻪ؟

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# (8 ﻣﻦ ﻫﻢ اﻷﺷﺨﺎص اﻟﺬﻳﻦ ﰎ ﻋﻦ ﻃﺮﻳﻘﻬﻢ ﺗﺮﺷﻴﺤﻚ ﳍﺬﻩ اﻟﻮﻇﻴﻔﺔ؟

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# (9 ﻫﻞ ﺳﺒﻖ ﻟﻚ ان أﺟﺮﻳﺖ ﻋﻤﻠﻴﻪ ﺟﺮاﺣﻴﺔ؟ إذا ﻛﺎﻧﺖ اﻹﺟﺎﺑﺔ ﺑﻨﻌﻢ اذﻛﺮﻫﺎ.

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# (10ﻫﻞ ﺗﻌﺮﺿﺖ ﻹﺻﺎﺑﺔ ﻋﻤﻞ؟ إذا ﻛﺎﻧﺖ اﻹﺟﺎﺑﺔ ﺑﻨﻌﻢ اذﻛﺮﻫﺎ واذﻛﺮ ﻛﻴﻒ ﺣﺪﺛﺖ واذﻛﺮ ﻧﺘﺎﺋﺠﻬﺎ.

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# (11ﻫﻞ ﺗﻌﺎﱐ ﻣﻦ أﻣﺮاض ﻣﺰﻣﻨﺔ أو إﻋﺎﻗـﺔ؟

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# (12ﻫﻞ ﺗﺪﺧﻦ او ﺗﺸﺮب اﻟﻜﺤﻮﻟﻴﺎت؟

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# (13إذا ﰎ ﻗﺒﻮﻟﻚ ﻟﻠﻌﻤﻞ ﻣﻌﻨﺎ ﻣﱴ ﳝﻜﻨﻚ أن ﺗﺒﺪأ اﻟﻌﻤﻞ؟

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# (14أذﻛﺮ ﻟﻨﺎ أﲰﺎء ﺛﻼﺛﺔ اﺷﺨﺎص ﳝﻜﻨﻨﺎ اﻟﺮﺟﻮع ﳍﻢ ﻟﻼﺳﺘﻔﺴﺎر ﻋﻨﻚ ﻋﻠﻰ أن ﺗﻜﻮن ﻫﻨﺎك ﻋﻼﻗﺔ ﻋﻤﻞ ﺣﺎﻟﻴﺔ أو ﺳﺎﺑﻘﺔ ﺗﺮﺑﻂ ﺑﻴﻨﻚ وﺑﲔ إﺛﻨﲔ ﻣﻨﻬﻢ ﻋﻠﻰ

**اﻷﻗﻞ ﻵﺧﺮ ﺛﻼث ﺷﺮﻛﺎت.**

|  |  |  |  |
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| **اﻟﺘﻠﻴﻔـﻮن** | **اﻟﻮﻇﻴﻔــﺔ** | **اﻟﻌﻼﻗـﺔ** | **اﻻﺳـــﻢ** |
| ........................................... | ........................................... | ........................................... | ........................................... .1 |
| ........................................... | ........................................... | ........................................... | ........................................... .2 |
| ........................................... | ........................................... | ........................................... | ........................................... .3 |

### أﻗﺮ ﺄﺑن ﲨﻴﻊ اﻟﺒﻴﺎ�ت اﻟﱴ وردت ﰱ ﻫﺬا اﻟﻄﻠﺐ ﺻــــﺤﻴﺤﺔ، وأﻧﻪ إذا ﺗﺒﲔ ﻋﻜﺲ ذﻟﻚ ﺑﻌﺪ إﻟﺘﺤﺎﻗﻰ ﺎﺑﻟﻌﻤﻞ ﻳﻜﻮن ﻟﻠﺸــــﺮﻛﺔ اﳊﻖ ﰱ ﻓﺼــــﻠﻰ ﻣﻦ اﳋﺪﻣﺔ دون إﻧﺬار

**أو ﻣﻄﺎﻟﺒﺔ اﻟﺸﺮﻛﺔ ﺄﺑى ﺣﻘﻮق.**

|  |  |  |  |  |  |
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| **Date** | **اﻟﺘـﺎرﻳـﺦ** | **Signature** | **اﻟﺘﻮﻗﻴﻊ** | **Name** | **اﻻﺳﻢ** |

**CANDIDATE INTERVIEW EVALUATION**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***ASPECT*** | **F** | **D** | **D +** | **C** | **C +** | **B** | **B +** | **A** | **A +** |
| *Greeting to Committee* |  |  |  |  |  |  |  |  |  |
| *1st Impression* |  |  |  |  |  |  |  |  |  |
| *Attitude* |  |  |  |  |  |  |  |  |  |
| *Dressed Appropriately* |  |  |  |  |  |  |  |  |  |
| *Knowledge of Job & Company* |  |  |  |  |  |  |  |  |  |
| *Education & Training* |  |  |  |  |  |  |  |  |  |
| *Related Experience* |  |  |  |  |  |  |  |  |  |
| *Answered Questions Well* |  |  |  |  |  |  |  |  |  |
| *Language Skills* |  |  |  |  |  |  |  |  |  |
| *Interpersonal Skills* |  |  |  |  |  |  |  |  |  |
| *Team working Skills* |  |  |  |  |  |  |  |  |  |
| *Communication Skills* |  |  |  |  |  |  |  |  |  |
| *Listening Skills* |  |  |  |  |  |  |  |  |  |
| *Leadership Skills* |  |  |  |  |  |  |  |  |  |
| *Self-Motivation & Goals Judgment* |  |  |  |  |  |  |  |  |  |
| *Organization & Planning Skills* |  |  |  |  |  |  |  |  |  |
| *Overall Appearance* |  |  |  |  |  |  |  |  |  |
| *Asked good work questions* |  |  |  |  |  |  |  |  |  |
| *Strong, lasting Impression* |  |  |  |  |  |  |  |  |  |
| *Thanked Interviewer* |  |  |  |  |  |  |  |  |  |

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| **Recommendation** | | |
| **HR Manager** | **Related Department Manager** | **Related Department Director** |
| Highly Recommend | Highly Recommend | Highly Recommend |
| Recommend | Recommend | Recommend |
| Need Training | Need Training | Need Training |
| Not Recommend | Not Recommend | Not Recommend |
| **Signature** | **Signature** | **Signature** |

|  |  |
| --- | --- |
| **Chairman’s Approval** | |
| **Approval** |  |
| **Job Title** |  |
| **Salary** |  |
| **Date of Employment** |  |
| **Comment** |  |
| **Signature** |  |