

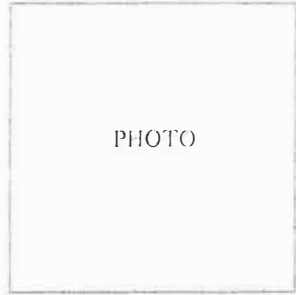


# Dar Al Handasah Nazih Taleb & Partners

## PERSONNEL APPLICATION

Date: \_\_\_\_\_

PLEASE FILL IN THE APPLICATION BY HAND GIVING COMPLETE ANSWERS TO ALL SECTIONS IN FULL. ATTACH PHOTOCOPIES OF ALL YOUR CREDENTIALS



Position applied for: (1 <sup>st</sup> Choice)	(2 <sup>nd</sup> Choice if any)
--	---------------------------------

First Name	Middle Name	Family Name	Mother's Maiden Name
Date of Birth Day    Month    Year	Place of Birth (Town & Country)	Nationality at Birth	Present Nationality

Marital Status:    Single        Married        Divorced        Widowed        Separated   

Children		●ther Legal Dependants	
Name	Date of Birth	Name	Relationship

Present Address:	Permanent Address:
Tel:	Tel:

List any operations or serious injuries and dates:

Have you ever been arrested or convicted?

Are you currently employed?	When could you report to work?
-----------------------------	--------------------------------

LIST ANY RELATIVES WORKING FOR THIS COMPANY			
Name:	Relationship:	Occupation:	Location:

Would you accept working abroad?

If yes, check the countries in which you accept appointment.						
Lebanon	Kuwait	Jordan	Saudi Arabia	Iraq	Syria	North Africa

Civil Identity card No.	Issued	At	On
Passport No.	Issued By	At	On
			Valid Until

Languages: (Indicate P=poor / F=fair / G=good / Ex=excellent)			
	Speaking	Reading	Writing
Arabic			
English			
French			
Others			

EDUCATIONAL RECORD						
(attach copies of degrees, certificates, recommendations etc.)						
Secondary Education	Date		Courses or Major	Degree	Date	
	From	To			Month	Year

University / Academy	Date			Degree	Date	
	From	To			Month	Year

Computer Knowledge (List software and programs )	

List of Memberships in professional societies:

List any significant publications you have written:

List any hobbies you might have:

**NOTE:** The following record is VERY IMPORTANT in its effect upon our consideration for employment. In the space provided below, outline in detail each employment period, your specific duties and responsibilities including equipment used and number of people you supervised

**EMPLOYMENT RECORD**

PRESENT EMPLOYER (or most recent if not currently employed)		
From	To	Reason for Leaving
Basic Salary per month	Allowance and fringe benefits (in cash and kind) - please itemise	
Title		No. Of employees supervised by you
Name and address of employer		Type of business
Give full description of duties, responsibilities and equipment used.		

PREVIOUS EMPLOYER		
From	To	Reason for Leaving
Basic Salary per month	Allowance and fringe benefits (in cash and kind) - please itemise	
Title		No. Of employees supervised by you
Name and address of employer		Type of business
Give full description of duties, responsibilities and equipment used.		

PRESENT EMPLOYER (or most recent if not currently employed)		
From	To	Reason for Leaving

Basic Salary per month	Allowance and fringe benefits (in cash and kind) - please itemise	
Title		No. Of employees supervised by you
Name and address of employer		Type of business
Give full description of duties, responsibilities and equipment used.		

<b>PREVIOUS EMPLOYER</b>		
From	To	Reason for Leaving
Basic Salary per month	Allowance and fringe benefits (in cash and kind) - please itemise	
Title		No. Of employees supervised by you
Name and address of employer		Type of business
Give full description of duties, responsibilities and equipment used.		

**PLEASE READ CAREFULLY APPLICANTS CERTIFICATION AND AGREEMENT**

I hereby certify that the statements made in answer to the forgoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misinterpretation or materials omission made on this application from or other documents requested by the Firm renders an employee liable to termination or dismissal.

Applicant's signature \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICIAL USE ONLY</b>	
Applicant interviewed by:	On:
Comments:	
Interviewer's Signature:	