الجامعة الخليجية
GULF UNIVERSITY

EMPLOYMENT APPLICATION

PHOTO

Application Instructions:

1. Please print and complete this application in your own handwriting,
2. Answer and acknowledge every question. Do not leave blanks.
3. Use dark colored ink.
4. Answer all questions truly and accurately.
5. Please write only on the printed side of the paper, but feel free to attach additional sheets if necessary.
6. Please include slashes (/) and dashes (-) with appropriate information. For example: Dates 22-06-2011 or 22/06/2011; Phone numbers…
7. Complete, sign and return this application within 3 working days (from the date it was sent to you).
8. **"*See attached*" and *areas left blank* will nullify your application for review and consideration.**

Date of Application: _____ **Expected Salary:** _____ *(must specify)*

Position Applying for: _____ **Department:** _____

PERSONAL PARTICULARS

First Name: _____ Nationality of Birth: _____

Last Name: _____ Date of Birth: _____

Father's Name: _____ Marital Status: ☐Single ☐Married ☐Divorced

CONTACT INFORMATION

Street: _____ Building: _____ Block: _____

P.O. Box: _____ City: _____ Country: _____

Home Phone: _____ Mobile: _____ Email: _____

(Please include country code and area code ex: (00973 –x – xxx xxxx)

IDENTIFICATION INFORMATION

Passport/Country: _____ Date of Expiry: _____

Passport #: _____ CPR# (if in Bahrain): _____

Date of Issue: _____ Other Nationality: _____

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IN CASE OF EMERGENCY CONTACT INFORMATION:

Full Name: _____ Relationship: _____

Home Phone: _____ Mobile: _____ Email: _____

(Please include country code and area code) example: (00973 –x – xxx xxxx)

SPOUSE INFORMATION

Spouse Full Name: _____ Date of Birth: _____

Spouse Occupation: _____ Company: _____

CHILDREN INFORMATION

Name	Date Of Birth (Day/Month/Year)	Please tell us what grade they will be in when you join us

EDUCATIONAL BACKGROUND: Please start with your highest qualification and work backwards

Institution	Degree	Major	Date of Graduation Month/Year	Location (City, Country)

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EMPLOYMENT HISTORY **Total Years of Experience: _____**

Current/Most Recent Job:

Company: _____ Location: _____

Job Title: _____ Reported to (Title): _____

Last Salary: _____ Supervisor's Name: _____

Employed from: _____ to: _____

List Major Job Duties: List Achievements: (See attachment will not be considered)

Reason for Leaving: _____

May we contact this employer? ☐Yes ☐No Phone: _____ Email: _____

ADDITIONAL EMPLOYMENT HISTORY

Company/ Country	Job Title	Dates From-To	Reason For Leaving	May we Contact Y/N	Email/Phone	Last Salary

LANGUAGE ABILITY - Use: *Excellent/ Good/ Average/ NA*

Language	Read	Write	Speak
English			
Arabic			
Other: (Please specify)			

IELTS Test Score: _____

COMPUTER SKILLS

Software	Proficient	Good	Beginner	NA
Word				
Excel				
PowerPoint				
Outlook				
Typing Speed				
Other:				

AREAS OF STRENGTHS/WEAKNESSES: Kindly list three for each about yourself. *(Must Specify)*

Strengths	Weaknesses
1.	**1.**
2.	**2.**
3.	**3.**

PROFESSIONAL LICENSES/CERTIFICATIONS

License/ Certification	Institute	Date Expires	Country

REFERENCES (Three): Please **do not** include family members or relatives

Name	Current Position	Company	Phone Numbers Include country code	Email

Have you ever been convicted of felony or misdemeanor offense? ☐Yes ☐No

If yes please explain: _____

Do you have any illness or physical disabilities? ☐Yes ☐No

If yes please explain: _____

Are you on any long term medication? ☐Yes ☐No

If yes please explain: _____

Do you plan to bring your family to Bahrain? ☐Yes ☐No

If yes please specify: _____

Do you have any friends/relatives/family members working at GU? ☐Yes ☐No

If yes, please write name, relation, and if working at GU please add department he/she works at:

_____

Have you applied to GU before? ☐Yes ☐No If Yes – Date: _____

How did you hear about us?

☐ Gulf University Website ☐ Word Of Mouth

☐ Student/Parent/GU Employee: → _____ *(Please Specify)*

☐ Recruitment Agency: → _____ *(Please Specify)*

☐ Local/International Advertisement: _____ *(Please Specify)*

☐ Search Engine: → ☐Yahoo ☐Google ☐Bing ☐Other: _____

☐Social Network: → ☐Linkedin ☐Branchout ☐Tweeter ☐Facebook

I certify that the information I have provided in this employment application is accurate and has been completed to the best of my knowledge and ability. I understand that any falsification, misrepresentation or omission in my interviews or any other employment record, may be sufficient reason not to hire me or may be reason for dismissal after being hired.

Signature: _____ **Date:** _____
(Please print & sign) Day / Month / Year

Required Documents Checklist

- ☐ **Resume/CV**
- ☐ **Letter of Interest**
- ☐ **College/University Degrees**
- ☐ **High School Diploma**
- ☐ **Certification (CPA, PMI, SHRM, others)**
- ☐ **Letters of Experience**
- ☐ **Recommendation letters**
- ☐ **Passport**: Clear color copy showing picture, personal info, and date of issue/expiry. Include family if they are to come with you.
- ☐ **Recent Photo**
- ☐ **CPR#** (if in Bahrain)
- ☐ **Police Clearance Record**
- ☐ **General Medical Tests**
- ☐ **IELTS Certificate**

Thank you for your interest in applying to work with Gulf University and for taking the time to fill out the application. Your application will be reviewed and given serious consideration. Due to the large number of applicants, you will be contacted only if you have been shortlisted. Should you not be employed with us for the post you are applying for, we will keep your application in our database for another one year for future vacancies with Gulf University. We wish you *Good Luck*!