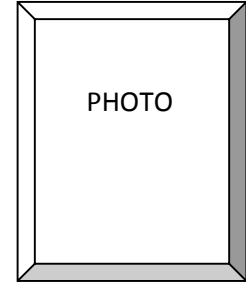


**Application Instructions:**

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: \_\_\_\_\_

Full Time  Part Time

**PERSONAL PARTICULARS**

First Name: \_\_\_\_\_

Nationality of Birth: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Marital Status: Single Married Divorced

Male

Female

**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: \_\_\_\_\_

**IN CASE OF EMERGENCY CONTACT INFORMATION:**

Full Name: _____	Relationship: _____
Home Phone: _____	Mobile: _____
Email: _____	
<i>(Please include country code and area code) example: (00973 -x - xxx xxxx)</i>	

**SPOUSE INFORMATION**

Spouse Full Name: _____	Date of Birth: _____
Spouse Occupation: _____	Company: _____

**CHILDREN INFORMATION**

Name	Gender M/F	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)

**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:** Start from most recent

Company	Country	Job Title	Dates From-To	Reason For Leaving	May we Contact Y/N	Contact Email/Phone	Last Salary
1.							
2.							
3.							
4.							

**LANGUAGE ABILITY**

Language	English	Arabic	Other
Excellent			
Good			
Fair			
Beginner			

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
1.			
2.			
3.			

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

Name	Current Position	Company	Phone Numbers Include country code	Email
1.				
2.				
3.				

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: \_\_\_\_\_  
(Please print & sign)

Date: \_\_\_\_\_  
Day / Month / Year

**Required Documents Checklist**

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

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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!*