**Department of Human and Administrative Resources**

**Information form**

**Photograph**

**Application number (for official use)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Personal information** | | | | | | | | | | | | | | |
| [**Family**](https://dictionary.cambridge.org/dictionary/english-arabic/family)[**Name**](https://dictionary.cambridge.org/dictionary/english-arabic/name) | | | | [**Grandfather**](https://dictionary.cambridge.org/dictionary/english-arabic/grandfather)**’**s[**Name**](https://dictionary.cambridge.org/dictionary/english-arabic/name) | | | | **Father’**s **Name** | | | | **First Name** | | |
|  | | | |  | | | |  | | | |  | | |
| **[Other](https://dictionary.cambridge.org/dictionary/english-arabic/other" \t "_blank" \o "آخَر, الآخَر) Nationalities** | [**Original**](https://dictionary.cambridge.org/dictionary/english-arabic/original)[**nationality**](https://dictionary.cambridge.org/dictionary/english-arabic/nationality) | | | | | **Current** [**Nationality**](https://dictionary.cambridge.org/dictionary/english-arabic/nationality) | | | | [**Place**](https://dictionary.cambridge.org/dictionary/english-arabic/place)[**of**](https://dictionary.cambridge.org/dictionary/english-arabic/of)[**birth**](https://dictionary.cambridge.org/dictionary/english-arabic/birth) | | | | **Date of birth** |
|  |  | | | | |  | | | |  | | | |  |
| **National Id number** | | | | **Place of issuance** | | | | **Date of issuance** | | | | **Passport number** | | |
|  | | | |  | | | |  | | | |  | | |
| **Do you hold legal permanent residence status in any country other than that of your nationality? Yes No** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | **If your answer was yes, which country?** | | | |
|  | | | | | | | | | | | **Permanent address** | | | |
|  | | | | | | | | | | | **Current address** | | | |
|  | | | **Work number** | | | |  | | | | **Home phone number** | | | |
|  | | | **Fax number** | | | |  | | | | **Cell phone number** | | | |
|  | | | | | | | | | | | **Email address** | | | |
| **Male  Female** | | | | | | | | | | | **Gender** | | | |
| **Single  Married Divorced Widowed** | | | | | | | | | | | **Marital Status** | | | |
|  | | | | | | | | | | | **Number of family members**  **(Spouse & children)** | | | |
|  | | | | | | | | | | | **Spouse's place of residence** | | | |
| **Family information (Spouse & children)** | | | | | | | | | | | | | | |
| **Nationality** | | **Place of birth** | | | **Date of birth** | | | | **Relationship** | | **Name** | | | |
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| **Are any of your relatives currently employed by BADEA? Yes  No** | | | | | | | | | | | | | | |
| **If your answer is “yes”, kindly state the following:** | | | | | | | | | | | | | | |
| **Relationship** | | | | | | | **Name** | | | | | | | |
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| **Were you nominated for a job by one of BADEA’s employees? Yes  No** | | | | | | | | | | | | | | |
| **If your answer is yes, kindly state the person’s name below** | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | **Preferred field of work** | |
|  | | | | | | | | | | | | | **Position applied for** | |

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| 1. **Professional experience** | | | | | | | | |
| **Start with your current/last job** | | | | | | | | |
|  | | | | **End Date (MM/YY)** | | |  | **Start date(MM/YY)** |
|  | | | | **Job title** | | |  | **Employer** |
|  | | | | **Supervisor’s name** | | |  | **Field/Sector** |
|  | | | | **No.# of Staff you supervised**: | | |  | **Employer’s address** |
|  | | | | | | | | **Reason for leaving** |
| **What is the nature of your job (explain briefly)?** | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| **currency** | | **Amount** | **Annual salary and allowances in the last job** | | | | | |
|  | |  | **Basic salary** | | | | | |
|  | |  | **Transportation allowance** | | | | | |
|  | |  | **Housing allowance** | | | | | |
|  | |  | **Education allowance** | | | | | |
|  | |  | **Dependents allowance** | | | | | |
|  | |  | **Healthcare allowance** | | | | | |
|  | |  |  | | | **Other \* (\* Please specify it and state its amount)** | | |
|  | |  | **Average monthly/annual salary** | | | | | |
|  | **Gross annual income** | |  | | **End Date (MM/YY)** | |  | **Start date(MM/YY)** |
|  | | | | **Job title** | | |  | **Employer** |
|  | | | | **Supervisor’s name** | | |  | **Field/Sector** |
|  | | | | **No.# of Staff you supervised**: | | |  | **Employer’s address** |
|  | | | | | | | | **Reason for leaving** |
| **What is the nature of your job (explain briefly)?** | | | | | | | | |
|  | | | | | | | | |
|  | **Gross annual income** | |  | | **End Date (mm/yy)** | |  | **Start date(MM/YY)** |
|  | | | | **Job title** | | |  | **Employer** |
|  | | | | **Supervisor’s name** | | |  | **Field/Sector** |
|  | | | | **No.# of Staff you supervised**: | | |  | **Employer’s address** |
|  | | | | | | | | **Reason for leaving** |
| **What is the nature of your job (explain briefly)?** | | | | | | | | |
|  | | | | | | | | |
|  | **Gross annual income** | |  | | **End Date (mm/yy)** | |  | **Start date(MM/YY)** |
|  | | | | **Job title** | | |  | **Employer** |
|  | | | | **Supervisor’s name** | | |  | **Field/Sector** |
|  | | | | **No.# of Staff you supervised**: | | |  | **Employer’s address** |
|  | | | | | | | | **Reason for leaving** |
| **What is the nature of your job (explain briefly)?** | | | | | | | | |
|  | | | | | | | | |
|  | **Gross annual income** | |  | | **End Date (mm/yy)** | |  | **Start date(MM/YY)** |
|  | | | | **Job title** | | |  | **Employer** |
|  | | | | **Supervisor’s name** | | |  | **Field/Sector** |
|  | | | | **No.# of Staff you supervised**: | | |  | **Employer’s address** |
|  | | | | | | | | **Reason for leaving** |
| **What is the nature of your job (explain briefly)?** | | | | | | | | |
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**Note: Please copy the table above for additional work experience**

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| --- | --- | --- | --- | --- | --- | --- |
| 1. **Education** | | | | | | |
| 1. **Undergraduate education (or equivalent) and above\*** | | | | | | |
| **Level** | **Grade\*\*** | **Major** | **Certificate** | **Duration** | | **School name and address** |
| **To (mm/yy)** | **From(mm/yy)** |
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| **\* Please state all certificates obtained in reverse chronological order starting with the most recent (PhD, Master, Bachelor, University Diploma or equivalent)**  **\*\* If the certificate has not obtained, kindly state the highest level obtained and specify whether you passed or only completed.** | | | | | | |
| 1. **Academic or vocational education (below university level)** | | | | | | |
| **Major** | | **Level and Grade\*** | | **Duration** | | **School name and address** |
| **To (mm/yy)** | **From(mm/yy)** |
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| **\*If the certificate has not obtained, kindly state the highest level obtained and specify whether you passed or only completed.** | | | | | | |

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| 1. **Languages** | | | | | | | | | | | | | | | | | | |
| **Reading** | | | | **Writing** | | | | | | **Speaking** | | | | | | | **Language** | |
| **None** | **Basic** | **Good** | **Very Good** | **None** | **Basic** | **Good** | **Very Good** | | | **None** | | **Basic** | | **Good** | | **V. Good** |
|  |  |  |  |  |  |  |  | | |  | |  | |  | |  | **Arabic** | |
|  |  |  |  |  |  |  |  | | |  | |  | |  | |  | **English** | |
|  |  |  |  |  |  |  |  | | |  | |  | |  | |  | **French** | |
| **Please enter any additional languages not listed above in the box below and state level of proficiency in reading, writing, and speaking** | | | | | | | | | | | | | | | | | | |
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| 1. **Trainings** | | | | | | | | | | | | | | | | | | |
| **Subject/ topic** | | | | | | | | | **Duration** | | | | **Date** | | **Location** | | | **Training centre** |
|  | | | | | | | | |  | | | |  | |  | | |  |
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| **Do you have any memberships in professional societies or any other activities? Yes  No**  **If your answer is “Yes” kindly list them below** | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Do you have any published papers or articles? Yes  No**  **If your answer is “Yes” kindly list them below** | | | | | | | | | | | | | | | | | | |
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| **Have you conducted any trainings? Yes  No**  **If your answer is “Yes” kindly list the training subjects below** | | | | | | | | | | | | | | | | | | |
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| 1. **Computer skills** | | | | | | | | | | | | | | | | | | |
| **Remarks** | | | | | | | | **No** | | | **Yes** | | **Skill** | | | | | |
|  | | | | | | | |  | | |  | | **Typing and work processing (Microsoft Word)** | | | | | |
|  | | | | | | | |  | | |  | | **Use of Spreadsheets (Microsoft Excel)** | | | | | |
|  | | | | | | | |  | | |  | | **Preparing presentations (Microsoft PowerPoint)** | | | | | |
|  | | | | | | | |  | | |  | | **Designing and managing databases** | | | | | |
|  | | | | | | | |  | | |  | | **Programming** | | | | | |
|  | | | | | | | |  | | |  | | **Other skills (social media management, internet search. Etc)** | | | | | |

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| 1. **Questionnaire** | | | |
| **Do you have any reservation against BADEA communicating with your current supervisor?  Yes  No** | | | |
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| **Would you be willing to accept a temporary one-year renewable contract?  Yes  No** | | | |
|  | | | |
| **Please state three non-relatives we can ask for references** | | | |
| **Job title and employer** | **Email and phone number** | | **Full name** |
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| **How did you hear about this vacancy** | | | |
| **From one of BADEA's delegations**  **Through advertisement newspaper Other( please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **BADEA’s Website**  **Through personal contact with BADEA’s staff (Please state staff members name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **If hired by BADEA, your job may require you to travel, do you have any objections to this?  Yes  No**  **If your answer is yes, kindly state the reasons below** | | | |
|  | | | |
| **Have you ever applied for a job at BADEA before?  Yes  No**  **If your answer is yes, kindly indicating the job title below** | | | |
|  | | | |
| **Have you been employed by BADEA in the past?  Yes  No**  **If your answer is yes, kindly indicating the job title(s) below** | | | |
|  | | | |
| **Yes  No** | | **Have you ever committed, been arrested for, been charged with, or convicted of any criminal offence in any country?** | |
| **Yes  No** | | **Have you ever been dismissed or forced to resign from your job?** | |
| **Yes  No** | | **Do you suffer from any physical disability or chronic illness or elusive?** | |
| **If your answer is Yes to any of the questions above, kindly provide details. All information will be treated confidentially** | | | |
|  | | | |
|  | **If offered a job at BADEA, how long would it take you to start?** | | |
|  | **Are you engaged in any political activities?** | | |
|  | | | |
| **I acknowledge that all information given in this form is true and accurate, and that any change or inaccuracy therein would be grounds for cancellation of my request or dismissal if hired.**  **(Completion of this form does not constitute a promise of employment by BADEA)**  **Date:**  **Signature:** | | | |