



CAIRO AMERICAN COLLEGE
EMPLOYMENT APPLICATION
SUPPORT STAFF

Date: _____

Position you are applying for: _____

Work schedule desired:

() full time

() temporary

() part-time

Candidate Information:

Name: _____
First Middle Last

Address: _____

Telephone #: _____ Mobile #: _____ Citizenship: _____

National Identity #: _____ Date of Issue: _____ Date Of Birth: _____
Month / Day / Year

Passport #: _____ Passport Expiration Date: _____
Month / Day / Year

Marital Status: _____

If you are not an Egyptian citizen, type and duration of visa: _____

Do you have any relatives are working at CAC? () Yes () No

(First degree and second degree relatives including parent, sibling, aunt, uncle, cousin, in laws...etc.).

If (Yes), please indicate name/names: _____

EDUCATIONAL BACKGRO

Table with 3 columns: Dates of Study, School/University Attended and Location, Degree/Major Area of Study. Includes three rows of input fields.

WORK EXPERIENCE

(Last Three Years Only)

Table with 3 columns: Dates, Name & Address of Company, Title. Includes three rows of input fields.

Have you ever been employed by Cairo American College? () Yes () No

If Yes, Please indicate the date of employment and position(s) held below:

Have you ever been dismissed from a job? () Yes () No

If yes, please indicate the reason: _____

SKILLS AND COMPETENCE

Comment on skills and level of proficiency

Typing _____

Computer Skills _____

Language Proficiency: (Circle one)

	Native	Excellent	Good	Fair	Poor
Arabic:	()	()	()	()	()
English:	()	()	()	()	()
French:	()	()	()	()	()
Other: _____	()	()	()	()	()
Other: _____	()	()	()	()	()

EMPLOYMENT REFERENCES

(Please provide three references)

Reference checks are routinely conducted as a condition of employment at CAC and are conducted only for short listed applicants. Please list at least three professional referees starting with the most recent employer. Please list a manager or supervisor who we may contact regarding your candidacy.

Note: you will be notified before your references are contacted.

May we contact your present employer? () Yes () No

<u>From</u> Year	<u>To</u> Year	<u>Name and Address of employer</u>	<u>Name of reference contact & Title</u>	<u>Contact details</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Dependent's Information:

I. Spouse:

Name: _____
 First Middle Last

Employer: _____ Occupation: _____

II. Residing Dependent Children:

Name	Age	School/University	Grade
_____	_____	_____	_____
_____	_____	_____	_____

Note:

Application will be accepted only for advertised vacancies.

You will be contacted directly for an interview by the interview panel if you are short-listed for a position.

I hereby declare that all statements made herein are correct & true as any wrong or missing information will be grounds for dismissal if I am hired by CAC.

Name: _____ Signature: _____ Date: _____