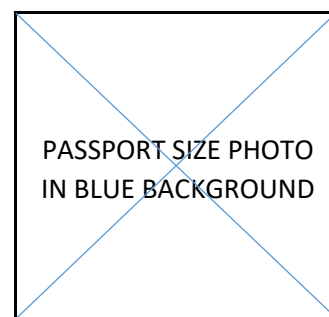


DATE: \_\_\_\_\_



# TRADE VENTURE

## JOB APPLICATION FORM (JAF)



**Please print/type in CAPITAL: The application must be fully completed for our consideration even if you have attached your CV/Resume.**

### PERSONAL INFORMATION

|  |  |                            |          |                                   |     |  |  |
|--|--|----------------------------|----------|-----------------------------------|-----|--|--|
|  |  | <i>(First Name)</i>        |          | <i>(Middle Name)</i>              |     | <i>(Surname)</i>   |  |
| NAME: _____  |  |                            |          |                                   |     |  |  |
| ADDRESS: _____   |  |                            |          |                                   |     |  |  |
| VISA TYPE:   |  | VISIT                      | BUSINESS | WORK                              | NOC | OTHERS (please specify): _____                                   |  |
| VISA STATUS/PERIOD: _____                                    |  |                            |          | AGE: _____                        |     | GENDER: <input type="checkbox"/> M <input type="checkbox"/> F    |  |
| EMAIL ADDRESS: _____   |  |                            |          | DATE OF BIRTH (DD/MM/YYYY): _____ |     |  |  |
| MOBILE #: _____  |  |                            |          | NATIONALITY: _____                |     |  |  |
| PASSPORT #: _____  |  | EXPIRY (DD/MM/YYYY): _____ |          | WEIGHT: _____ (kgs)               |     | HEIGHT: _____ (meters)   |  |
| HIGHEST EDUCATIONAL ATTAINMENT: _____                        |  |                            |          | MARITAL STATUS:                   |     | <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED |  |
| CURRENT LOCATION: <i>(City)</i> _____ <i>(Country)</i> _____ |  |                            |          | OTHERS (please specify): _____    |     |  |  |
| LINKEDIN: _____  |  | YOUTUBE: _____             |          |                                   |     |  |  |
| OTHERS (please specify): _____                               |  |                            |          |                                   |     |  |  |
| <b>SOCIAL NETWORK ACCOUNTS</b>                               |  | FACEBOOK: _____            |          | OTHERS (please specify): _____    |     |  |  |
|  |  | INSTAGRAM: _____           |          |                                   |     |  |  |
|  |  | TWITTER: _____             |          |                                   |     |  |  |

### CAREER PROFILE

|   |  |                       |              |                                |
|---|--|-----------------------|--------------|--------------------------------|
| TOTAL YEARS OF EXPERIENCE: _____        |  | YOU FOUND US THROUGH: |              |                                |
| TOTAL YEARS OF EXPERIENCE (QATAR) _____ |  | JOB POSTS             | AGENCY       | Agency Name: _____             |
| FIELDS OF EXPERIENCE: 1 _____           |  | WEBSITE               | SOCIAL MEDIA | OTHERS (please specify): _____ |
| 2 _____                                 |  |                       |              |                                |
| 3 _____                                 |  |                       |              |                                |

BRIEF JOB DESCRIPTION OF YOUR POSITIONS MENTIONED IN THE FIELD OF EXPERIENCE:

APPLYING FOR (POSITION): \_\_\_\_\_

CURRENT/PREVIOUS SALARY (IN QAR/USD): \_\_\_\_\_

EXPECTED TOTAL SALARY (IN QAR/USD): \_\_\_\_\_

#### COMMUNICATION SKILLS:

|          |      |       |       |
|----------|------|-------|-------|
| ARABIC   | READ | SPEAK | WRITE |
| ENGLISH: | READ | SPEAK | WRITE |

OTHERS (please specify): \_\_\_\_\_

|      |       |       |
|------|-------|-------|
| READ | SPEAK | WRITE |
|------|-------|-------|

DO YOU HAVE A DRIVING LICENSE?

YES  NO

IF YES? WHEN IS THE EXPIRY (DD/MM/YYYY): \_\_\_\_\_

DID YOU RECEIVE ANY WARNING LETTERS OR MEMOS IN YOUR PREVIOUS COMPANY?

YES

NO

IF YES, FOR WHAT SPECIFIC REASON/S? \_\_\_\_\_

### EMPLOYMENT HISTORY & REFERENCES (WITH CONTACT DETAILS)

|  |                    |
|--|--------------------|
| COMPANY (1): _____   | DESIGNATION: _____ |
| DATES EMPLOYED: FROM: _____ TO: _____                                | DURATION: _____    |
| REASON FOR LEAVING: IF TERMINATED (please provide the reason): _____ |                    |
| IF RESIGNED (please provide the reason): _____                       |                    |

**NOTE: IF YOU HAVE ANY PREVIOUS EMPLOYMENT CERTIFICATES OR AWARDS, KINDLY ATTACH IN THIS JAF (JOB APPLICATION FORM) FOR OUR WORKING REFERENCE. KINDLY USE JPG AND PDF FORMAT ONLY FOR THE ATTACHMENTS**

**REFERENCE FROM COMPANY (1)**

NAME: \_\_\_\_\_ MOBILE NUMBER: \_\_\_\_\_  
DESIGNATION \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

COMPANY (2): \_\_\_\_\_ DESIGNATION: \_\_\_\_\_  
DATES EMPLOYED: FROM: \_\_\_\_\_ TO: \_\_\_\_\_ DURATION: \_\_\_\_\_  
REASON FOR LEAVING: IF TERMINATED (please provide the reason): \_\_\_\_\_  
IF RESIGNED (please provide the reason): \_\_\_\_\_

**REFERENCE FROM COMPANY (2)**

NAME: \_\_\_\_\_ MOBILE NUMBER: \_\_\_\_\_  
DESIGNATION \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

COMPANY (3): \_\_\_\_\_ DESIGNATION: \_\_\_\_\_  
DATES EMPLOYED: FROM: \_\_\_\_\_ TO: \_\_\_\_\_ DURATION: \_\_\_\_\_  
REASON FOR LEAVING: IF TERMINATED (please provide the reason): \_\_\_\_\_  
IF RESIGNED (please provide the reason): \_\_\_\_\_

**REFERENCE FROM COMPANY (3)**

NAME: \_\_\_\_\_ MOBILE NUMBER: \_\_\_\_\_  
DESIGNATION \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**SIGNATURE DISCLAIMER AND INDEMNITY**

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated. I hereby fully indemnify, and don't have any objection for the company to share my details both online and offline to any third party as the company may deem necessary.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

Note: Please attach the following documents - CV/Resume, Passport copy, Visa copy, Employment Certificates copy (if available), Transcript of Records copy, Diploma copy, No Objection Certificates copy (if available), any supporting documents with regards to your application.

**FOR OFFICIAL USE ONLY**  
**To be filled up by HRAD DEPARTMENT ONLY**

**APPLICATION CHECKLIST**

- 1. JAF (JOB APPLICATION FORM)
- 2. CURRICULUM VITAE (CV)
- 3. PASSPORT COPY
- 4. VISA COPY
- 5. EMPLOYMENT CERTIFICATES
- 6. TRANSCRIPT OF RECORDS
- 7. DIPLOMA
- 8. SAMPLES OF WORK
- 9. OTHERS (please specify)

|     |    |
|-----|----|
| YES | NO |
| YES | NO |
| YES | NO |
| YES | NO |
| YES | NO |
| YES | NO |
| YES | NO |
| YES | NO |
| YES | NO |

HRAD DEPARTMENT  
signature and date

To proceed with Phase Two (2) VOR - Verification of References  
 To return to candidate for completion of Phase One (1) JAF - Job Application Form  
 Regret Letter

**TYPE OF RECRUITMENT**

LOCAL  INTERNATIONAL

APPLICATION FOR DEPARTMENT:

signature and date