## Employment Application

## Applicant Code:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name: | | |  | | | | | | |  | | | | | | | | | | |  | | | Date of birth: | | |  | | |
| Last | | | | | | | | | | First | | | | | | | | | | | M.I. | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | | | | | | |  | | | | | | | | |
| Street Address | | | | | | | | | | | | | | | | | | | | | Apartment/Unit # | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | | |  | | | | |  | | | |
| City | | | | | | | | | | | | | | | | | | | | |  | | | | | ZIP Code | | | |
| Phone: | (     ) | | | | | | | | | | | | E-mail Address: | | | |  | | | | | | | | | | | | |
| Date Available: | | | |  | | | | Identity No.: | | | | |  | | | | | | |  | | | | |  | | | | |
| Position Applied for: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | |  | | |  | |  | | | | | | | | | | | | | |  |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: |  | | | | | To: |  | | | | Degree: | | | | |  | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: |  | | | | | To: |  | | | | Degree: | | | | |  | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: |  | | | | | To: |  | | | | Degree: | | | | |  | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| References | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please list professional references. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name: | | |  | | | | | | | | | | | | Relationship: | |  | | | | | | | | | | | | |
| Company: | | |  | | | | | | | | | | | | | | | | Phone: | | | (     ) | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | |  | |  | | | | | | | | | | | | |
| Full Name: | | |  | | | | | | | | | | | | Relationship: | |  | | | | | | | | | | | | |
| Company: | | |  | | | | | | | | | | | | | | | Phone: | | | | | (     ) | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | | | | |  | | |  | | | |
| **Experiences** | | | | | | | | | | | | | | |
| Company: | |  | | | | | | | | Phone: | | | (     ) | |
| Address: | |  | | | | | | | |  | |  | | |
| Job Title: | |  | | | | | Responsibilities: | |  | | | | | |
| From: |  | | To: |  | | Reason for Leaving: | | |  | | | | | |
| Company: | |  | | | | | | | | Phone: | | | (     ) | |
| Address: | |  | | | | | | | |  | |  | | |
| Job Title: | |  | | | | | Responsibilities: | |  | | | | | |
| From: |  | | To: |  | | Reason for Leaving: | | |  | | | | | |
| Company: | |  | | | | | | | | Phone: | | | (     ) | |
| Address: | |  | | | | | | | |  | |  | | |
| Job Title: | |  | | | | | Responsibilities: | |  | | | | | |
| From: |  | | To: |  | | Reason for Leaving: | | |  | | | | | |
|  | | | | | | | | | | | | | | |
| Military Service | | | | | | | | | | | | | | |
| Explain your situation : | | | | |  | | | | | | | | | |
|  | | | | |  | | | | | | | | | |
| Skills | | | | | | | | | | | | | | |
| The employees have to know the following software and skills and shall pass the exams, if not they have to attend related classes in Poolad.   |  |  |  |  | | --- | --- | --- | --- | | Topic | Excellent | Good | weak | | Typing in Persian |  |  |  | | Typing in Latin |  |  |  | | Word |  |  |  | | Excel |  |  |  | | Adobe Acrobat |  |  |  | | Bookmark |  |  |  | | SharePoint |  |  |  | | Corresponding |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Topic | Excellent | Good | | weak | | Poolad History |  | |  |  | | Rules |  | |  |  | | Archiving |  | |  |  | | Vacation Form |  | |  |  | | Mission Form |  | |  |  | | Timesheet Form |  | |  |  | | Emailing |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | | Topic | Excellent | Good | weak | | Autocad |  |  |  | | InfoPath |  |  |  | | Visio |  |  |  | | Sothink |  |  |  | | Workflow |  |  |  | | MSProject |  |  |  | | Comfar |  |  |  | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| 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 release. | | | | | | | | | | | | | | |
| Signature: | |  | | | | | | | | | | Date: | |  |