## 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: |       |

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| **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.

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| --- | --- | --- | --- |
| 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: |  |