

INTERNATIONAL CATERING & SERVICES CO. S.A.L.



Employment Application

Kindly observe the following Guidelines
The application must be filled independently
The applicant must write accurate information in capital letters

1- PERSONAL INFORMATION

Check x and Fill in Information

Last Name First Name

Date of Birth Place of Birth

Gender Male Female CNSS #

Family Status Single Married Divorced Widowed

Number and Place of Family Register (ID card) Citizenship

Current Address

City Land line
Bldg/floor Mobile
Street Email

Job Position Required

2- EDUCATION

| | Institution | Years | | Degree/Specialization |
|-------------------|-------------|-------|----|-----------------------|
| | | From | To | |
| School Level | | | | |
| Technical Studies | | | | |
| University | | | | |
| Other | | | | |

Languages

Fluent, Good & Fair

| Language | Speak | Read | Write |
|----------|-------|------|-------|
| English | | | |
| French | | | |
| Arabic | | | |
| Other | | | |

Computer Literacy

Check X

| Computer Software | Beginner | Intermediate | Advanced |
|--------------------------------------|----------|--------------|----------|
| MS Office (Word, Excel, Power Point) | | | |
| Access | | | |
| Oracle | | | |
| Others (Specify) | | | |

If you are affiliated to any club , association or party kindly give us relating information

| Name | Responsibility | Joining Date |
|------|----------------|--------------|
| | | |
| | | |

3- ADDITIONAL INFORMATION

Father's Name

Father's Occupation

Establishment

Name & Address

Mother's Name

Mother's Occupation

Establishment

Name & Address

| Brothers & Sisters' Names | | Education/Occupation |
|---------------------------|---|------------------------|
| <input type="text"/> | 1 | 1 <input type="text"/> |
| <input type="text"/> | 2 | 2 <input type="text"/> |
| <input type="text"/> | 3 | 3 <input type="text"/> |
| <input type="text"/> | 4 | 4 <input type="text"/> |

Information about the Spouse (if any)

First and Maiden Name

Phone #

Occupation

Establishment

Name & Address

Do you have a driver's license? Yes No

Do you have a car? Yes No

If yes, what type? Model Year

4- PREVIOUS EMPLOYMENT & REFERENCES

Give in chronological order beginning with most recent position

| | |
|--|---------------------|
| Company | Position Held |
| Address | Phone # |
| Salary Received | Daily Working Hours |
| Date of Employment | Date of Departure |
| Reason for Leaving | |
| Name & Phone # of your Direct Superior | |

| | |
|--|---------------------|
| Company | Position Held |
| Address | Phone # |
| Salary Received | Daily Working Hours |
| Date of Employment | Date of Departure |
| Reason for Leaving | |
| Name & Phone # of your Direct Superior | |

| | |
|--|---------------------|
| Company | Position Held |
| Address | Phone # |
| Salary Received (range) | Daily Working Hours |
| Date of Employment | Date of Departure |
| Reason for Leaving | |
| Name & Phone # of your Direct Superior | |

Give the following information about two persons who know you other than relatives:

| | | | |
|---------------------|----------------------|----------|----------------------|
| Name | <input type="text"/> | Company | <input type="text"/> |
| Phone # | <input type="text"/> | Position | <input type="text"/> |
| Relationship to you | <input type="text"/> | | |

| | | | |
|---------------------|----------------------|----------|----------------------|
| Name | <input type="text"/> | Company | <input type="text"/> |
| Phone # | <input type="text"/> | Position | <input type="text"/> |
| Relationship to you | <input type="text"/> | | |

5- FINANCIAL INFORMATION

Do you have any financial engagement? House loan, Car loan or other? \$

If you are a guarantor, specify the guarantee value \$

Who recommended you to us?

Why would you like to join us?

Do you have a relative working for us? Where?

Name

Relationship to you

6- WHOM TO CONTACT IN CASE OF EMERGENCY

Name Mobile & Landline

Relationship to you

Name Mobile & Landline

Relationship to you

I, the undersigned, declare that all information provided in this application are true and correct. Any false information will cause the rejection of the application and gives ICS s.a.l. in case of employment, the right to end employment without any indemnity.

Applicant Name

Signature

Date