

# BETHLEHEM UNIVERSITY

Office of Human Resources  
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جامعة بيت لحم

مكتب الموارد البشرية

هاتف: + ٩٧٢-٢-٢٧٤١٢٤١

فاكس: + ٩٧٢-٢-٢٧٤٤٤٤٠

## FACULTY APPLICATION FORM

Date Received

Application No.

Application for Position in: \_\_\_\_\_

The following documents should be attached to the application form:

1. Certified copy of the certificate of Equivalence from the Palestinian Ministry of Higher Education.
2. A certified copy of the highest educational degree, where applicable.
3. Original copy of university transcript.
4. Certificates of experience.
5. Copy of Birth Certificate and of Passport and Identity Card.
6. Curriculum Vitae.
7. Three Reference Forms.

### PERSONAL INFORMATION

Name \_\_\_\_\_ (Four Names as in Passport or in Identity Card)

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Day Month Year

Nationality \_\_\_\_\_ Citizenship \_\_\_\_\_

I.D. Card No. \_\_\_\_\_ Issued at \_\_\_\_\_

Passport No. \_\_\_\_\_ Issued at \_\_\_\_\_

Social Status: Married \_\_\_\_\_ Single \_\_\_\_\_ Widow \_\_\_\_\_ Divorced \_\_\_\_\_ Religious \_\_\_\_\_

Religion \_\_\_\_\_ Sect \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Working \_\_\_\_\_ Non Working \_\_\_\_\_

Spouse's Job \_\_\_\_\_ Place \_\_\_\_\_

No. of Children \_\_\_\_\_

Name

Date of Birth

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

General Health Condition: Very Good \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_

Health Problems, if any \_\_\_\_\_

\_\_\_\_\_

***JOB INTEREST***

Other Positions for which Qualified \_\_\_\_\_

\_\_\_\_\_

Date Available \_\_\_\_\_

***EDUCATION***

**Institution**

**Degree Earned**

**Year Graduated**

Secondary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vocational \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

College \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

University \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specialization/Major Field \_\_\_\_\_

Minor Field \_\_\_\_\_

**Other Qualifications/Awards/Fellowships**

***OTHER SKILLS/KNOWLEDGE***

Typing: Arabic \_\_\_\_\_ English \_\_\_\_\_ Other \_\_\_\_\_

Languages: Native: \_\_\_\_\_

Other languages: Indicate level: Excellent, Good, Fair, Poor.

Language	Spoken	Read	Written

List the subjects in your own field that you are qualified and competent to teach:

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Computer Skills, Specify below.

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***PREVIOUS EXPERIENCE***

List previous employment experience. Begin with most recent first.

Employer and Address	Job Title	Dates: From-To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have relatives at BU? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Please specify: \_\_\_\_\_

Have you ever been a student at the University? Yes \_\_\_\_\_ No \_\_\_\_\_

**REFERENCES**

List the names of three references that know you well. Do not list relatives or close friends.

Name	Tel. No.	Occupation
_____	_____	_____
_____	_____	_____
_____	_____	_____

The facts set forth above in my application for employment are true and complete. I understand that, if employed, false statements on this application shall be considered sufficient cause for dismissal.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**FOR UNIVERSITY USE ONLY. DO NOT WRITE IN THIS SPACE.**

Name of Successful Candidate \_\_\_\_\_

Academic Rank \_\_\_\_\_ Department \_\_\_\_\_

Interviewed by:

Comments:

Recommendation to the Vice Chancellor:

Status: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Grade: \_\_\_\_\_ Step \_\_\_\_\_ Equivalent (JD) \_\_\_\_\_

Allowances \_\_\_\_\_

\_\_\_\_\_ Total Salary \_\_\_\_\_

Special Stipulations \_\_\_\_\_

Starting Date of Employment \_\_\_\_\_

Academic Vice President \_\_\_\_\_ Date \_\_\_\_\_

Approval of Vice Chancellor \_\_\_\_\_ Date \_\_\_\_\_