

BETHLEHEM UNIVERSITY

Office of Human Resources
P.O. Box 9 Bethlehem – Palestine
Tel: + 972-2-2741241
Fax: + 972-2-2744440



جامعة بيت لحم

مكتب الموارد البشرية

هاتف: + 972-2-2741241
فاكس: + 972-2-2744440

STAFF JOB APPLICATION FORM

Date Received

Application No.

Application for Position of: _____

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 Divorce 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 _____

General Health Condition: Very Good Good Fair

Health Problems, if any _____

Have you had or do you have any ongoing court convictions or investigations? Yes

No

If yes, explain on a separate sheet and attach to the Application.

JOB INTEREST

Other Positions for which qualified _____

Date Available _____

EDUCATION

	Institution	Degree Earned	Year Graduated
Primary Education	_____	_____	_____
Secondary	_____	_____	_____
Vocational	_____	_____	_____
College	_____	_____	_____
University	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Specialization/Major _____

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

Computer Skills, Specify below.

Other machines, equipment or skills:

PREVIOUS EXPERIENCE

List all employment for last five years. Begin with most recent first.

Employer and Address	Job Title	Dates: From-To
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Do you have relatives at Bethlehem University? Yes No

If yes, specify name and relationship: _____

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	Address/Tel. No.	Occupation
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

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 _____

The following documents should be attached to the application form:

1. A certified copy of the highest educational degree, where applicable.
2. Copy of college transcript, where applicable.
3. Certificates of experience.
4. Copy of Birth Certificate and of Passport and Identity Card.
5. Marriage certificate.
6. Copy of spouse's Identity Card.
7. Birth certificates of spouse and of children.
8. Curriculum Vitae.

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

Name of Successful Candidate _____

Job Title _____ Department _____

Immediate Supervisor _____

Interviewed by:

Comments:

Recommendation to the Vice Chancellor:

Status: Full Time Part Time hrs/week _____ Category _____

Grade _____ Step _____ Basic _____ Increment _____ COLA (%) _____

Other Allowances _____ Total _____ Children () _____ Non working spouse _____

Administrative Allowance _____ Technical Allowance _____ Accommodatory _____

GROSS SALARY (JD) _____

Special Stipulations _____

Starting Date of Employment _____ (a 3-month probationary contract) _____

VP for Human Resources & Administrative Affairs _____ Date _____

Approval of Vice Chancellor _____ Date _____