

BETHLEHEM UNIVERSITY

Office of Human Resources
P.O. Box 9 Bethlehem – Palestine
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جامعة بيت لحم

مكتب الموارد البشرية
هاتف: + ٩٧٢-٢-٢٧٤١٢٤١
فاكس: + ٩٧٢-٢-٢٧٤٤٤٤٠

FACULTY APPLICATION FORM

Position: _____

Date Received

Application No.

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 _____

Number 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

College _____

University _____

Specialization/Major Field _____

Minor _____

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:

Computer Skills, Specify below.

PREVIOUS EXPERIENCE

List previous employment experience. Begin with most recent first.

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

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	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 _____

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.

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

Name of Successful Candidate _____

Faculty _____ Department _____

Interviewed by:

Comments:

Recommendation to the Vice Chancellor:

I. For a Full Time Position:

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

Total _____

No. of children () _____ Non-working spouse _____ Administrative Allowance _____

Accommodatory _____ Gross Salary (JD) _____

Special Stipulations _____

Starting Date of Employment _____

II. For a Part Time Position:

Academic Rank _____ No. of Credits _____

Starting Date of Employment _____ Ending Date _____

Approvals:

Academic Vice President _____ Date _____

VP for HR and Administrative Affairs _____ Date _____

Vice Chancellor _____ Date _____