

ABU DHABI OIL CO. LTD. (JAPAN)

P.O. Box : 630 - Abu Dhabi - United Arab Emirates
Tel. : 6661100 - Fax : 6661327



أدوك
ADOC

شركة نفط أبوظبي المحدودة (اليابان)

ص.ب. : ٦٣٠ - أبوظبي - الامارات العربية المتحدة
تليفون : ٦٦٦١١٠٠ - فاكس : ٦٦٦١٣٢٧

EMPLOYMENT APPLICATION طلب توظيف

JOB APPLIED FOR : _____			RECENT PHOTOGRAPH
DATE OF APPLICATION : _____			
FULL NAME : _____			
DATE OF BIRTH	PLACE & COUNTRY OF BIRTH	NATIVE COUNTRY	
RELIGION	NATIONALITY	SEX	
PASSPORT No.	PLACE & DATE OF ISSUE	EXPIRY DATE	
FATHER'S FULL NAME		MOTHER'S FULL NAME	
PRESENT UAE VISA (For Expatriates)	<input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> VISIT		
UAE VISA / RESIDENCE (For Expatriates)	DATE OF ISSUE	DATE OF EXPIRY	
ISSUE PLACE			
SPONSOR'S NAME & ADDRESS :-			
(TEL. No. _____)			
PRESENT ADDRESS (RESIDENCE)		PERMANENT ADDRESS (RESIDENCE)	
(Tel. No. : _____)		(Tel. No. : _____)	
(Mobile : _____)		(Mobile : _____)	
NEAREST AIRPORT TO HOME OF RECORD (For Expatriates)			
MARTIAL STATUS	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOW		
IF MARRIED	SPOUSE NAME	WORK PLACE	POSITION
	FAMILY MEMBERS (WIFE,HUSBAND,SON,DAUGHTER)		
NAME			
RELATION			
SEX			
DATE OF BIRTH			

LANGUAGE : MOTHER TONGUE :-					
PLEASE RATE YOURSELF (FLUENT, GOOD, FAIR)					
LEVEL	ARABIC	ENGLISH			
SPOKEN					
WRITTEN					
READ					

EDUCATION :-						
LEVEL	NAME OF INSTITUTE	COUNTRY	FROM	TO	SUBJECT	CERTIFICATE AWARDED
			M/Y	M/Y		

ADDITIONAL STUDIES / TRADING COURSES ATTENDED SINCE LEAVING SCHOOL/COLLEGE/UNIVERSITY :-						

WORK EXPERIENCE (EXCLUDING CURRENT EMPLOYER), PLEASE LIST IN ORDER :-					
FROM	TO	POSITION	EMPLOYER	COUNTRY	REASON FOR LEAVING
M/Y	M/Y				

CURRENT EMPLOYER :-

FROM M / Y	POSITION	EMPLOYER	COUNTRY / CITY

- What is your present monthly salary? _____

-What are your present duties / responsibilities, in brief? _____

- Designation of the person you report to _____

- What is the number of people reporting to you _____

- May we contact your employers? PRESENT PREVIOUS
 YES NO YES NO

- What is the main activity of your present employers? _____

- How did you know about our company? _____

- Do you know anything about the company? _____

- Did you submit Employment Application before to ADOC? If yes when? _____

- Why do you want to work? _____

- Do you have personal development plan? If you, please explain. _____

- Is it acceptable by you to work in an open-office layout? _____

- What kind of jobs you think will be able to work efficiently and effectively? _____

- What are your career objectives? _____

- What is the notice period required by your present employer ? _____

- What is the reason for leaving your job ? _____

- What is the lowest salary acceptable to you ? Dhs./ Month _____

- Do you have relatives, friends or acquaintances in this Company ? _____, if yes, please give names :-

- What do you do in your leisure time ? (Your hobbies) _____

- Are you medically fit ? Yes / No. If no, please state why : _____

- Do you hold UAE Driving License ? _____

- Were you employed by this Company before ? _____

- List Office machines you can operate :- _____

- List Computer software you can use :- _____

- Bi-Lingual Typing skills :- English (_____ w.p.m.) Arabic (_____ w.p.m.)

- Others skills (Please write in brief) :- _____

- Where is your residence location in Abu Dhabi ? _____

PERSONAL REFERENCES :- Please give names and addresses of two people, not your relatives, who have known you well during the last five years.

S. No.	NAME	TITLE	ADDRESS & TEL., Nos.,
1			
2			

DECLARATION : I, the undersigned, certify that the information and statements I have given are true to the best of my knowledge and belief. I understand that any false statement / informatoin may result in the withdrawal of the offer, and renders me liable to terminaion of employment, if employed by this company.

Name : _____ Signature : _____ Date : _____

PLEASE DO NOT FORGET TO ATTACH ONE PHOTOGRAPH AND PHOTOCOPIES OF YOUR EDUCATION & EXPERIENCE CERTIFICATE/S AS WELL AS PASSPORT AND FAMILY RECORD COPIES.
(AD-PE) 4/4