



CAIRO AMERICAN COLLEGE

EMPLOYMENT APPLICATION

SUPPORT STAFF

Date: _____

Position you are applying for: _____

Work schedule desired:

full time

temporary

part-time

Candidate Information:

Name: _____

First

Middle

Last

Address: _____

Telephone #: _____ Mobile #: _____ Citizenship: _____

National Identity #: _____ Date of Issue: _____ Date Of Birth: _____

Month / Day / Year

Passport #: _____ Passport Expiration Date: _____

Month / Day / Year

Marital Status: _____

if you are not an Egyptian citizen, type and duration of visa: _____

EDUCATIONAL BACKGROUND

Dates of Study	School/University Attended and Location	Degree/Major Area of Study
_____ Month / Year	_____	_____
_____ Month / Year	_____	_____
_____ Month / Year	_____	_____

WORK EXPERIENCE

(Last Three Years Only)

Dates	Name & Address of Company	Title
_____ Month / Year	_____	_____
_____ Month / Year	_____	_____
_____ Month / Year	_____	_____

Have you ever been employed by Cairo American College? Yes No

If Yes, Please indicate the date of employment and position(s) held below:

Have you ever been dismissed from a job? Yes No

If yes, please indicate the reason: _____

SKILLS AND COMPETENCE
Comment on skills and level of proficiency

Typing _____

Computer Skills _____

Language Proficiency: (Circle one)

	Native	Excellent	Good	Fair	Poor
Arabic:	()	()	()	()	()
English:	()	()	()	()	()
French:	()	()	()	()	()
Other: _____	()	()	()	()	()
Other: _____	()	()	()	()	()

EMPLOYMENT REFERENCES

(Please provide three references)

Reference checks are routinely conducted as a condition of employment at CAC and are conducted only for short listed applicants. Please list at least three professional referees starting with the most recent employer. Please list a manager or supervisor who we may contact regarding your candidacy.

Note: you will be notified before your references are contacted.

May we contact your present employer? () Yes () No

<u>From</u> Year	<u>To</u> Year	<u>Name and Address of employer</u>	<u>Name of reference contact & Title</u>	<u>Contact details</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Dependent's Information:

I. Spouse:

Name: _____
 First Middle Last

Employer: _____ Occupation: _____

II. Residing Dependent Children:

Name	Age	School/University	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note:

Application will be accepted only for advertised vacancies.

You will be contacted directly for an interview by the interview panel if you are short-listed for a position.