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

From Year	**To** Year	**Name and Address of employer**	**Name of reference contact & Title**	**Contact details**
____	____	_____	_____	_____
____	____	_____	_____	_____
____	____	_____	_____	_____
____	____	_____	_____	_____

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.