



EMPLOYMENT APPLICATION FORM  
JEDDAH PREP AND GRAMMAR SCHOOL  
ADMIN & SUPPORT STAFF

HR-06

1 | PAGE

<b>Position Applied For:</b>	<b>Date:</b>
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**1 APPLICANT PERSONAL INFORMATION**

<b>Surname Name:</b>	<b>Forename:</b>	<b>Nationality:</b>	<b>Date of Birth</b>
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<b>Marital Status:</b>	<b>Gender:</b>	<b>Religion:</b> (For Saudi work visa purposes)	
Single                  Married	Male                  Female	Number of dependents	
Separated                  Divorced			

<b>Passport No.</b>	<b>Place of Issue</b>	<b>Date of Issue</b>	<b>Expiry Date</b>
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<b>Iqama/Saudi ID No.</b>	<b>Place of Issue</b>	<b>Date of Issue</b>	<b>Expiry Date</b>
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**2 CONTACT INFORMATION**

**(ADDRESS)**

<b>City</b>	<b>District</b>
<b>Mailing Address</b>	<b>Postal Code</b>
<b>Tel. No.</b>	<b>Mobile No.</b>

**Personal Email**

**3 EDUCATIONAL QUALIFICATION**

Please list educational qualification beginning with most current at Graduate Level

Certificate type	University	Location Country/City	Subject	Degree Class	Graduation Date

**4 WORKING EXPERIENCE**

**1. Previous Working Experience (most recent first):**

<b>Company Name</b>	<b>Company Location</b>		
<b>Position Held</b>	<b>Date Joined Company</b>	<b>Length of time in position</b>	
<b>Tel</b>	<b>Email</b>		



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2 | PAGE

**2. Previous Teaching Experience**

Company Name		Company Location	
Position Held	Employed From	Length of time in position	
Tel	Email		

**3. Previous Teaching Experience**

Company Name		Company Location	
Position Held	Employed From	Length of time in position	
Tel	Email		

**4. Previous Teaching Experience**

Company Name		Company Location	
Position Held	Employed From	Length of time in position	
Tel	Email		

**5 REFEREES** (Three references Are required, one to be a **SENIOR MANAGER** in your current/most recent position)

Ref. (1)	Name	Position	School/Company
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Contact Details:

Ref. (2)	Name	Position	School/Company
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Contact Details:

Ref. (3)	Name	Position	School/Company
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Contact Details:



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3 | PAGE

<b>6 MEDICAL HISTORY</b>			
<b>1.</b>	<b>Have you suffered from any major Chronic illnesses?</b>	<b>YES    No</b>	<b>If yes, please provide details:    When?</b>
<b>2.</b>	<b>Have you undergone any surgeries?</b>	<b>YES    No</b>	<b>If yes, please provide details:    When?</b>
<b>7 DECLARATION</b>			
<ul style="list-style-type: none"><li>• I declare that all information given above are correct according to my knowledge, if otherwise I bear the responsibility and accept any legal action that may be taken against me. Further the School has the right to terminate my service without prior written warning.</li><li>• I am not disqualified from working with children or subject to sanctions imposed by a regulatory body and I have enclosed details of my convictions cautions or bind overs if appropriate.</li></ul> <p><b>Applicant signature:</b> _____ <b>Date:</b> _____</p>			