

Reserved for NUMED/NFU Applicant #: HR _____

Company: NUMED NFU

Position applied for: _____ Department: _____

JOB APPLICATION FORM

*This application should be sent to hr@numed.me or presented by hand to the HR department
The information you supply on this form will be treated in confidence*

APPLICANT SECTION

SECTION 1a: PERSONAL INFORMATION

First Name: _____ Middle Name: _____ Family Name: _____

Marital Status: _____ Date of birth: _____

Full address : Country: _____ State _____ City: _____ Region: _____

Street: _____ Building: _____ Floor number: _____

Home Phone #: _____ Mobile Phone #: _____

Email Address: _____ Social Security # (if available): _____

Home visit (Your NUMED supervisor(s) might ask for a visit at your home during recruitment or the first stages of the trial period). Do you have any objection on this? Yes No

SECTION 1b: Social Media (wherever applicable)

Facebook: _____ Instagram: _____

Languages	French			English			Arabic			Others
	Bad	Good	Fluent	Bad	Good	Fluent	Bad	Good	Fluent	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you hold a driving license?	Public			Personal (touristic)		Do you have a car?				
	Yes	No		Yes	No	Yes	No	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Computer Skills (Specify Softwares and Programs) : _____

SECTION 2: EDUCATION

Level of education	Primary	Elementary	Secondary	University	Technical
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If university/technical level please specify:

University/ Institution	Degree (PHD, MS, BS etc)	Major subject	Years (from- to)

Other Diplomas : _____

SECTION 3: TRAINING

Specialized training (professional, technical, management qualifications, etc.)

Company Name	Contact Person	Country	Company number	Years (from to)	Description of training

Please provide any other information that you identify as being pertinent to this application? (e.g. medical conditions, disabilities, etc...)

Personal interests:

Describe your personality traits:

Explain in Brief why you think you can fill in the position you are applying for (Motivation Letter):

SECTION 8: DECLARATION

I declare that to the best of my knowledge the information given is true and correct. I understand that this application does not constitute an offer of employment.

Date: -----

Signature: -----

Before you start any type of employment in NUMED/NFU, you will be asked to provide the following documents:

- 1- Identification card (copy)
- 2- Work Permit, if applicable (copy)
- 3- University/Technical Diplomas, if applicable (copies) or School certificates if the formers are not available.
- 4- University grades, if applicable (copies)
- 5- Internship certificates, if applicable (copies)
- 6- Certificate of work experience, if applicable (copies)
- 7- Certificate of service from their last employer, if applicable (copy)
- 8- Lebanese Social Security Registration Card, if previously employed (copy)
- 9- Judicial record issued during the last three months (copy)
- 10- Recent applicable social civil status record (copy)

Section 9: RESERVED FOR THE COMPANY

A- References feedback: Tot be filled after completing the steps in "HR-SOP005 - Employee Recruitment"

Reference#	Feedback
1	
2	
3	

B- Documents and points to make ready (to tick) related to the recruitment phase

- 1- "HR002-Job application form " Dully filled
- 2- Applicant CV
- 3- Introductory video
- 4- Motivation letter if available

