

EMPLOYMENT APPLICATION FORM

APPLICATION MONITORING

To help us in the operation of our Equal Opportunities Policy, we collect data on all submitted Application Forms. Analysis of this data is used to determine if any social groups are currently under represented within our process. Collated information is then used to better structure future advertising campaigns. The collated information is inputted and held anonymously and individuals cannot be identified from the information held.

INTERNAL APPLICATIONS

To ensure that your Line Manager is fully aware of your interest in this vacancy, please ensure they either sign this form or you attach an email from the manager confirming awareness of this application.

ADVERTISED VACANCIES

If you are applying for an advertised vacancy, please ensure that you write the name of the job on the top of the first page of the form. This should be marked at the point requesting "POSITION APPLIED FOR:"

SPECULATIVE ENQUIRIES

However, if you are unaware of a specific vacancy and wish to be considered for appropriate positions within the Company, please write: "SPECULATIVE ENQUIRY" at the above mentioned point requesting "POSITION APPLIED FOR:"

Please ensure that ALL questions are answered in full.

DATA PROTECTION

Please note that by registering your application with us you are agreeing that we may store and Distribute your details within the HOUMANI group (including non-EU Countries) for the purpose of recruitment only.

You may request that your details are deleted or amended by e-mailing liebherr@houmani.info and as soon as is reasonably practicable we will delete or amend your details as necessary.

The information provided by you in this application form will be disclosed to and used by HCE and the department where the job in question is located.

CONTACT DETAILS

Completed applications forms can be emailed to liebherr@houmani.info or posted to:

HCE, Golf-Club-Street, Jnah Beirut, Lebanon

SECTION 1 - PERSONAL INFORMATION

Position Applied For: _____ Ref No: _____

Please tick the appropriate box:

Male Female Marital Status: Divorced Domestic Partner Married Single Separated Widowed

Full Name (as it appears on your Passport/ID card): _____

Father Name: _____ National Insurance No. : __/__/__/__/

Address: _____

Post Code: _____

Telephone No (Home) _____ (Work) _____ (Mobile) _____

Email Address: _____

Date of Birth: DD/MM/YY __/__/__ Place of birth: _____

Nationality at birth: _____ Present Nationality: _____ Since: __/__/__

HOUMANI employees may travel and/or be transferred to any area of the world in which HOUMANI might have responsibilities. Have you any disabilities which might limit your prospective field of workOr your ability to travel? Yes No

If yes, please describe: _____

Are there any countries in which you do not accept appointment? Yes No

If yes, please list: _____

Are any of your relatives employed by HOUMANI group? Yes No

If yes, please give the following information for each:

Name	Relationship	Work Country	Position

Where did you hear about this vacancy? _____

SECTION 2 -**Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law?**Please tick: Yes No

If yes, please provide details: _____

SECTION 3 -

Have you applied to this Company for a job before: please tick Yes No
 If yes, please provide details in terms of:

Job Title: _____ Location: _____

Date (Month/Year) _____

Did you sit any selection tests (please tick) Yes No If yes, please describe the type of test undertaken:

Were you interviewed for the vacancy? (please tick) Yes No

SECTION 4 - EDUCATION & TRAINING

Date from:	Date to:	School, College, University, etc.	Subjects:	Qualifications:	Grades:

SECTION 5 - FOREIGN LANGUAGE CAPABILITY

Please specify below if you have any language ability other than ARABIC:

Language: _____ Basic Fluent Intermediate

Language: _____ Basic Fluent Intermediate

Language: _____ Basic Fluent Intermediate

SECTION 6 - MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

SECTION 7 - ADDITIONAL TRAINING UNDERTAKEN

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SECTION 8 - CURRENT/MOST RECENT EMPLOYMENT

Employer's Name and Address	Job Title	Dates From	Dates To	Reason for Leaving

Please summarize the main duties and responsibilities of your current, or most recent job, and note any key achievements that you have made within it.

SECTION 9 - CURRENT, MOST RECENT REMUNERATION

Please identify the make-up of your current or most recent salary package. Please note that this section must be completed in full, noting the total applicable package, e.g. salary, bonus, pension support provided by your current employer (as a % of salary), car (noting type and to what level it is expensed/leased) overtime payments and shift payments, etc.

Required Salary/Package: _____ Lebanese Pound/US Dollar

SECTION 10 - PERIOD OF NOTICE REQUIRED

Please tick:

One week Two weeks One month One calendar month Three months

Other (Please specify) _____

Please also tick below if you have any holidays booked before now and 31st December of this year:

Yes No If yes, please specify the dates: From _____ to _____ (inclusive)

SECTION 11 - PREVIOUS EMPLOYMENT

Employer's Name & Address	Job Title	Date From:	Date To:	Final Salary	Reason for Leaving

Please explain why your qualifications, experience and personal qualities make you a suitable candidate for the position you are applying. Or, if this is a speculative application, please note what qualities and attributes you can offer as an employee.

SECTION 12 - DRIVING LICENCE

Driving Licenses (please tick): Yes No Class: CIVIL GENERAL Since: _____ Expired: _____

Other driving licenses (please specify): _____ up to _____ kg

Do you have any endorsements or disqualifications (current or pending prosecution) Please tick: Yes No

If yes, please give details: _____

Driving Transmission shift (please tick): Automatic shift Manual shift

SECTION 13 - INTERESTS AND HOBBIES

Please indicate below what you do outside working hours. Please indicate positions of responsibility, achievements and any public duties undertaken. Please especially note where you believe your hobbies have equipped you with additional skills that will enable you to succeed within the job applied for:

SECTION 14 - REFERENCES

Please provide the names of two independent referees. At least one of these should be your present or most recent employer. Neither referee will be contacted without your permission. Please note that all job offers are subject to our seeking and gaining satisfactory references in order to validate the contents of your application and comments passed at interview.

Name	Name
Address:	Address:
	Post Code:
Telephone Number:	Telephone Number:
Position:	Position:

SECTION 15 - FOR THE ATTENTION & USE OF INTERNAL CANDIDATES ONLY

If you are working shifts, please write in below the shift pattern you will be working following the application closing date:

Week 1 :	Week 2:	Week 3:	Week 4:
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To ensure that your Line Manager is fully aware of your interest in this vacancy, please ensure that they have signed below to indicate that they have seen this form before submitting it to your local Personnel Representative. (For emailed applications see notes on first page)

Line Manager's Signature: _____ **Date:** _____

SECTION 16 – EQUAL OPORTUNITIES

Our Company is an Equal Opportunities employer. Accordingly, we will not tolerate discrimination in any form. Appointments and promotions are made on the grounds of ability only. Therefore, if you have a concern in completing this form for reasons such as disability, or you require assistance or clarification in any other area, please feel free to contact a member of the HCE Employments Services team at the address shown on the first page of this form.

SECTION 17 – MEDICAL INFORMATION

Do you have any health condition, or disability, that we need to take account of during the selection process?

Please advise of access requirements, selection test adjustments, or potential job adjustments that you Can foresee:

Days lost through illness in the last 3 Years:

The above information will be used to make appropriate arrangements during the selection process, and to Assess your fitness and capability to carry out the role.

SECTION 18 – CONSENT FOR PROCESSING SENSITIVE PERSONAL DATA

The information requested at Sections 1, 2, 16 and 17 amounts to sensitive data. We will only use the Information provided by you for the purposes stated in that section of the form. I explicitly consent to HCE Employments Services processing the above sensitive data about me.

Signature _____

Date _____

SECTION 19 – STATEMENT OF TRUTH

As part of the recruitment process we may need to carry out verification checks on whether the details Supplied by you at Sections 4, 7, 8 , 9, 11, 12 and 14 are accurate and complete.

I confirm that the information given on this application form is, to be the best of my knowledge, true and complete.

Any false statement may be sufficient cause for rejection or, if employed dismissal.

Signed: _____

Date: _____