 1. Please fill out the application form in clear and Cyrillic script.

2. The materials attached to this application form are not returnable.

3. Upon receipt of the application, our organization does not carry any responsibility for the applicant.

4. We keep applicant’s information confidential.

**EMPLOYMENT APPLICATION FORM**

Position applied for: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

3x4 sized, taken in the past three months photo

Other interested positions: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Desired salary: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Current job: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Current salary: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Application date: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Available date to start: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**One. General Information**

**1.1 Surname:** . . . . . . . . . . . . . . . . . . . . . . **1.2. Given name:** . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**1.3 Family name:** . . . . . . . . . . . . . . . . . . . . . . . . .

**1.4 Gender:** Male Female

**1.5 Birthplace:** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . **1.6. Birthdate** . . . . . . . year . . . . month . . . day

**1.7 Nationality/Citizenship:** . . . . . . . . . . . . . . . . . . . . . . . .

**1.8 Registration №:** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**1.9 Identification №:**. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**1.10 SSN:** Yes No **MIN:** Yes No

**1.11 Permanent Home Address:** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 **Own Rent belong to family and relatives**

**1.12 Driver License:** Yes Category: . . . . . . . . No

**1.13 Personal Car:** Yes No

**1.14 Telephone:** Home. . . . . . . . . . . . . . . . . . . . . . Cell. . . . . . . . . . . . . . . . . . . . . . . . . .Other. . . . . . . . . . . . . . . . .

**1.15 E-Mail Address:** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**Two. Education**

**2.1. Education.** *(Please provide both secondary school and college, university information)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Location | **Name of the school**  | **Year** | **Major** | **Degree** | **GPA**  |
| **Date started** | **Date finished** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**2.2. Professional Trainings** *(Professional or any other trainings and course work)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization name** | **When**  | **Duration of Training**  | **Topic/Thesis/Concentration**  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Three. Work Experiences**

**3.1 Total working years:** . . . . . .

**3.2 Employment Information** *(Those who have just graduated from university can list the volunteer or part time jobs performed)*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the organization & position held  | **Duties Performed** | **Employment dates** | **Reason for leaving** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**3.3 What is the reason if you have not been employed for long period?** . . . . . . . . . . . . . . . . . . . . . . . . . . . .

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**Four.** **Skills**

**4.1 Foreign Language Skills.** *(Please scale your skills by using excellent, good, satisfactory, poor and unsatisfactory)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the Language**  | **Writing** | **Speaking** | **Listening** | **Reading** | **Translation** |
| **Verbal**  | **Written**  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**4.2 Have you ever taken any International Standardized language or any other professional assessment tests?**

No

Yes Name: . . . . . . . . . . . . . . . . . Date. . . . . . year. . . . . .month. . . . . . day

 Name: . . . . . . . . . . . . . . . . . .Date. . . . . . .year. . . . . .month . . . . . day

**4.3 Computer Skills** *( Please put “ +” in the proper column)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | MS Word | MS Excel | MS Power Point | MS Project | Photo Shop | Page Maker | Internet |  |
| Beginning  |  |  |  |  |  |  |  |  |
| **Intermediate** |  |  |  |  |  |  |  |  |
| **Advanced** |  |  |  |  |  |  |  |  |

**4.4 Talents, Hobbies & Interests**

|  |  |  |
| --- | --- | --- |
| Type | **Number of years completed** | **Achievements & Title received**  |
| Sport |  |  |  |
|  |  |  |
| Art  |  |  |  |
|  |  |  |
| Other |  |  |  |
|  |  |  |

**Five. Awards and Achievements**

**5.1 Awards & Achievements** *(Please list the National and International competitions’ awards, medals, titles and achievements)*

|  |  |  |
| --- | --- | --- |
| **Year**  | **Name of the Award**  | **Explanation**  |
|  |  |  |
|  |  |  |
|  |  |  |

**Six. References**

**6.1 Please provide three references who can describe you well** *(previous supervisor or professor)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname& Given name**  | **Employer**  | **Relationship** | **Contact phone number:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Seven. Family Information**

**7.1 Marital Status**: Yes No Divorced

**7.2 Family members.** *(Only those who are in the family)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname & Given name** | **Relationship** | **Birthdates** | **Current employment**  | **Contact phone number** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**7.3 Relatives & Siblings information.** *(Your parents, brother, sister & children who are married)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname & Given name**  | **Relationship** | **Birthdates** | **Current employment** | **Contact phone number**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Eight. Other**

**8.1 Please define your health conditions:** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**8.2 Your next five years goal:** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**8.3 Your strengths:** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**8.4 Your weaknesses:** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**8.5 Additional information about yourself:** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**8.6 Have you been to any foreign country?**  No Yes Explanation: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**8.8 From which source have you found out about the job opening?** . . . . . . . . . . . . . . . . . . . . . . . . . . . .

I declare that all the information provided above is correct:

 Signature: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**THANK YOU**