



International Center for Agricultural Research in the Dry Areas (ICARDA)

EMPLOYMENT APPLICATION

Attach recent
photograph here

PART I: PERSONAL INFORMATION

APPLICANT LAST NAME/FAMILY NAME: _____

FIRST NAME(S)/GIVEN NAME(S): _____

TITLE (Dr./Mr./Mrs./Ms./Miss): _____

CONTACT INFORMATION

HOME ADDRESS: _____

HOME PHONE: _____

BUSINESS PHONE: _____

FAX/E-MAIL: _____

PERSON TO BE CONTACTED (in case we cannot reach you at the above)

Name: _____

Phone (home): _____ Phone (business): _____

PERSONAL DATA

COUNTRY OF NATIONALITY: _____

PERMANENT RESIDENCY (if different from nationality): _____

DATE OF BIRTH*: _____ GENDER (M/F): _____

**please write the date out in full, e.g. 8 December 1945*

MARITAL STATUS: _____ NO. OF CHILDREN: _____

MILITARY SERVICE/OTHER OBLIGATION:

- Completed (Dates: _____)
- Not Completed (Expected Dates: _____)
- Not Completed (Exempt because: _____)
- I have no obligation to the government or other institution: _____

DRIVING LICENCE:

- I have a valid driving licence (Type and Date Issued: _____)
- I do not have a valid driving licence

FAMILY MEMBERS EMPLOYED BY ICARDA

- The following family member(s) or friend(s) is/are employed by ICARDA:
 - Name: _____ Relationship (e.g. cousin, brother, uncle): _____
 - Name: _____ Relationship (e.g. cousin, brother, uncle): _____
 - Name: _____ Relationship (e.g. cousin, brother, uncle): _____



International Center for Agricultural Research in the Dry Areas (ICARDA)

PART II: EDUCATION/EMPLOYMENT RECORD/SKILLS

(you may attach a curriculum vitae if you prefer)

NAME OF POSITION APPLIED FOR _____ PROGRAM/DEPARTMENT/UNIT: _____ REFERENCE NUMBER: _____
APPLICANT LAST NAME/FAMILY NAME: _____ FIRST NAME(S)/GIVEN NAME(S): _____ TITLE (Dr./Mr./Mrs./Ms./Miss/Eng.): _____

EDUCATION

<i>Type of School/College</i>	<i>Name of School/College (Dates Attended)</i>	<i>Qualification Received (and Year)</i>
<i>Elementary</i>		
<i>Preparatory</i>		
<i>High School</i>		
<i>College/University</i>		
<i>Graduate Education</i>		
<i>Other (e.g. Technical Institute)</i>		

LANGUAGE SKILLS

(please indicate Excellent, Good or Fair)

	<i>Speak</i>	<i>Read</i>	<i>Write</i>	<i>Typing Skill</i>
<i>English</i>				
<i>Arabic</i>				
<i>French</i>				
<i>Other:</i>				



International Center for Agricultural Research in the Dry Areas (ICARDA)

EMPLOYMENT RECORD

<i>Dates of Employment (most recent position first)</i>	<i>Name of Company</i>	<i>Position Held and Brief Description of Duties & Responsibilities</i>	<i>Reason for Leaving</i>



International Center for Agricultural Research in the Dry Areas (ICARDA)

EQUIPMENT SKILLS

	<i>Details (e.g., Name of Program(s) or Package(s) or Equipment)</i>	<i>Level of Proficiency (Excellent, Good, Some Knowledge, Basic Knowledge)</i>
<i>Computer Skills:</i> Word Processing		
<i>Computer Skills:</i> Spreadsheet		
<i>Computer Skills:</i> Programming		
<i>Computer Skills:</i> Typesetting		
<i>Computer Skills:</i> Presentations		
<i>Computer Skills:</i> Database Development/Management		
<i>Computer Skills:</i> Data Entry		
<i>Computer Skills:</i> Networking (including e-mail, website, etc.)		
<i>Computer Skills:</i> Other		
<i>Office Equipment Skills: e.g., photocopier, accounting machine, switchboard, fax</i>		
Other Equipment		

I heard about the vacancy at ICARDA from:

_____ Newspaper advertisement _____ Friend/relative at ICARDA _____ Other: _____

I hereby certify that I have provided true and accurate information.

_____ (Signature) _____ (Date)

For ICARDA Staff Members only:

I am the Program Leader of this candidate and have been informed of the application.

_____ (Signature) _____ (Date)

FOR PERSONNEL OFFICE USE:

Date Received: _____ Date Acknowledged: _____

Shortlisted for Interview? _____ Selected for Vacancy: _____

Suitable for other employment at ICARDA? _____