**Application Form (Clerk)**

JICA Egypt Office

**1. Personal information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name | Middle Name | Last Name | Date of Birth(DD/MM/YYYY) | Place of Birth |
| 　 | 　 | 　 | 　 | 　 |

|  |  |
| --- | --- |
| Address | Telephone number |
| 　 | Home:Mobile: |

|  |
| --- |
| E-mail address |
| 　 |

|  |  |  |  |
| --- | --- | --- | --- |
| Marital Status(SINGLE / MARRIED) | Number of Dependents(CHILDREN / ADULTS) | Nationality | Military Status |
|  |  |  |  |

|  |
| --- |
| Hobby |
|  |

**2. Education**

|  |  |  |
| --- | --- | --- |
| Name & Major of School / University (from high school) | Degree | Duration from / to |
|  |  |  |
|  |  |  |

**Courses/Training**

|  |  |  |
| --- | --- | --- |
| Name of course | Provider of the course | Duration from / to |
|  |  |  |
|  |  |  |

**3. Language:** Please state "Excellent," "Good," or "Fair"

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Language | Reading | Listening | Writing | Speaking |
| Arabic |  |  |  |  |
| English |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**4. Computer skills:** Please place a check mark in the box below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 　 | Excellent | Good | Fair | any comment |
| Microsoft Windows (version 10) | 　 | 　 | 　 | 　 |
|  | 　 | 　 | 　 | 　 |
| \* Microsoft Word | 　 | 　 | 　 | 　 |
| \* Microsoft Excel | 　 | 　 | 　 | 　 |
| \* Microsoft Power Point | 　 | 　 | 　 | 　 |
| \* Microsoft Outlook Express | 　 | 　 | 　 | 　 |

**5. Work Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Company | Position and Responsibilities | Work Duration | Total Monthly Salary (LE) |
|  From(Month/Year) | To(Month/Year) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**6. What is your minimum expected monthly salary?**  LE

**7. Date available for employment**

I certify that the statements made by me in this application form are true and accurate to the best of my knowledge and belief.

Name of applicant:

Signature: Date:

\*When you submit your application by e-mail, you do not have to sign here.

\*Only the short-listed candidates will be asked to bring the printed-out applications of their own with signatures.

End