**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