

Employment Application

Attention:

If you are attaching a resume:

- ⚡ You are only required to complete the first and second page of this form.

If you are e-mailing this form to us:

- ⚡ We realize that you will be unable to sign the last page of this form. We will obtain your signature at a later stage in the employment process.

Personal Information		
Last Name:	First Name:	
Address: _____ _____ _____		
Home number:	Cell Number:	E-mail:
What is your current country of residence?		
Are you an Iranian national?		
If you are an Iranian national, please explain your current military status:		
What is your current employment status?		
Have you ever been convicted of a crime/felony?		
If yes, please explain the nature and/or circumstances of the crime/felony: _____ _____		

Employment

1. Present or most recent employer

Company Name: _____

Type of business: _____ Number of employees: _____

Job title: _____ Dates of employment: _____

Responsibilities: _____

Reason for leaving or wanting to leave: _____

Manager's name: _____ Contact number: _____

Permission to contact manager? _____

2. □ Previous Employer

Company Name: _____

Type of business: _____ Number of employees: _____

Job title: _____ Dates of employment: _____

Major Responsibilities: _____

Reason for leaving: _____

Manager's name: _____ Contact number: _____

3. Previous Employer

Company Name: _____

Type of business: _____ Number of employees: _____

Job title: _____ Dates of employment: _____

Major Responsibilities: _____

Reason for leaving: _____

Manager's name: _____ Contact number: _____

Education				
Name of Institution (including city)	Degree obtained	Subject / Major	Dates attended (from - to)	Grade point average

Skills	
<i>Foreign Language</i>	
Language:	Level:
<i>Other</i>	
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Special Programs (Seminars, Training, Internships, Certifications)					
Program name	Institution Name	Location	Start Date	End Date	Certification Earned
Activities (interests, hobbies, organizations) or Special accomplishments (awards, publications)					
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Conditions
<p>I certify that all information I have made in this application are true and agree that any misrepresentation or omission of facts called for, may result in cancellation of my application for employment or immediate dismissal.</p> <p>I authorize BIC to verify all statements contained in this application for employment and to make any necessary reference checks except as limited above for present employer.</p> <p>Signature: _____ Date: _____</p>