

## EMPLOYMENT REQUEST

Date

### Employee Data

Employee No			
Employee Name			
Nationality			
Iqama No		ExpiryDate	
Passport NO		ExpiryDate	
Job in Contract			
Contract Period			

### Requested Job Details

User ID	User Description	Position Description	Email	Location

### Advanced applications

Salary	
Housing	Housing Including Salary
Transportation	Transportation Including Salary
Medical Insurance	Free Medical Insurance Class C
Vacation	21 Days After Completing 1 Year
Tickets	Free Round Trip after 2 years (Employee only)
Probationary period	6 Months
Place of Duty	Saudi Arabia
Working hours	9 Hours / Day( Including 1 hour break for prayers)
Working days	6 Days a Week
Day-Off	Friday
Overtime Pay	Usually no overtime work

### Advanced Certificates

1	
2	
3	
4	
5	
<b>Advanced experiences</b>	
1	
2	
3	
4	
5	
6	

I would like to thank you for accepting the request for employment as I have sufficient qualifications to qualify for your work and attached to the application. I hereby declare that all my information is true and not false and that all the certificates submitted by me have been obtained. In a systematic manner and I undertake to bring all the assets and all that proves the authenticity of such information from papers and documents. If it is proven that this information is incorrect, the company is entitled to take all legal procedures in a clear and detailed manner without prior notice. I also acknowledge that I understood and In case of breach, negligence or failure to comply, I bear all responsibility for the damage caused to the company as a result of this, while preserving all the rights of the company in the prosecution as a result of negligence or default.

<b>Applicant</b>	
Name	
Signature	

Employee evaluation	
Approved	Not Approved
<input type="checkbox"/>	<input type="checkbox"/>

The Interviewer

Direct Manager

Administrative Affairs

Financial & Admin manager