

**Application Form v2.1**

Please complete all parts clearly and return to:  
 DHAS by fax to +961 1 683769  
 or by e-mail to [hr@dhas.com.lb](mailto:hr@dhas.com.lb)  
 Along with a full CV

**Part A - Personal Details**

Last Name \_\_\_\_\_ First name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Home telephone number \_\_\_\_\_ Work telephone number (if approp.) \_\_\_\_\_

Mobile \_\_\_\_\_ Email address \_\_\_\_\_

Gender: Male  Female

Religion \_\_\_\_\_

Date of birth: \_\_\_\_\_

Marital Status: Married  Unmarried

Do you have a driving license? Yes  No  Since: \_\_\_\_\_ Do you own a car? Yes  No

**Part B – Current/Last Employment (If applicable)**

Name and contact details of employer		Details of post	
Employer		Job title	
Address:-		Brief description of responsibilities:-	
Date started		Latest salary	
Phone		Date of leaving (if applic)	
Fax		Reason for leaving (if applic)	
Email		Required notice period	

**Part C – Previous Employment (first most recent if applicable)**

Dates	Employer	Job title and brief description of responsibilities	Reason for leaving

*May continue on a separate sheet if necessary*

**Part D – Qualifications and Training**

From	To	Subject and exam result including final qualification obtained

Other training attended, including relevant short in-service training courses

Details including completion date if available

**IT Experience**

Please identify which software packages you are familiar with indicate qualifications if available and give a frequency of use (e.g. daily, weekly etc.)

### Part E – Membership of professional bodies

Membership	Membership No	Expiry Date

### Part F – References

Please give the name and address of two persons who can comment on your work performance and verify your employment record - one of these must be your current or most recent employer.

If you have not been in paid employment please give, if possible, the head of education or training establishment, or the manager of a voluntary group for whom you have worked.

Name _____	Name _____
Job title _____	Job title _____
Employer _____	Employer _____
Address _____	Address _____
Telephone number _____	Telephone number _____
I worked for this employer from _____ to _____	I worked for this employer from _____ to _____
as _____	as _____
Can this reference be taken up after interview without seeking further approval? Yes <input type="checkbox"/> No <input type="checkbox"/>	Can this reference be taken up after interview without seeking further approval? Yes <input type="checkbox"/> No <input type="checkbox"/>

### Part G – Data Protection Act

Information provided by you within this application form will be kept solely for internal use of DHAS.

Once the recruitment process is completed the information will be stored for a maximum of twelve months and then destroyed.

If you are the successful candidate, this form will be retained on your personal file and relevant information will be taken from this form and used as part of your personnel record.

### Part H – Declaration

**I declare that the information provided in this application, to the best of my knowledge, is true and complete.**

*Please note that if you give any information that is false, or if you withhold any information, Dantziguan Hrayr Automation Systems sarl may withdraw any offer of employment that has been made, or if already appointed, you may be dismissed.*

Signed \_\_\_\_\_ Date \_\_\_\_\_