

**Kish -e- Mehr Institute**

**HRS. Department**

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| **Position applied for** | **Date of application** |

**Personal Data**

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| **Place of birth** | **Date of birth** | **First name Surname Middle** |
| **Nationality** |  **Male** **Female**  | **Permanent address:****Telephone:** |
| **Passport/I.D.Card number****Issued at: Visa number:****Date of issue: Date of issue:** **Expiry date: Expiry date:** | **Religion** | **Urgent contact Address:****Telephone:** |
| **Number of children** | **Marital Status** **Single Married Divorced Widowed**  |
| **Do you have any physical disabilities?****Yes/NO****If Yes, please give details:** | **Name of husband / Wife:****Address:****Telephone:** |

**Educational Background**

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| **Proficiency and professional Qualifications/Certificates** | **To** | **From** | **School/ Institution** | **Level** |
|  |  |  |  | **University(indicate major subject)** |
|  |  |  |  | **Other professional Qualifications Especially TEFL** |

**Other Skills(Please give details)**

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**Employment History**

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| **Reason for leaving** | **Salary** | **To** | **From** | **Position** | **Name/Address** |
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**Date of availability and expected salary**

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| **What is your expected salary for this position?** | **If selected for the position, when can you start work?** |
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**Required Documents**

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| **Copies of your educational certificates and a recent photo.** |

**Declaration**

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| **I declare that the information given by me in this application is true to the best of my knowledge. I have disclosed all the information required to be given in this application. I accept that if any of the information given by me is in any way false, the institute shall have the right to terminate my employment without notice, compensation and without giving a reason.****Applicant’s Signature: Date:** |

**What is the most important motivation for you to teach English?**