**Dawood Contracting L.L.C**

**P.O. Box: 143, Postal Code: 112, Ruwi, Muscat, Sultanate of Oman. Tel: (+968) 24497397, Fax: (+968) 24490287**

**C.R No. 1/61857/1, e-mail: info@dawood.om, web: www.dawood.om**

**

**EMPLOYEE**

**APPLICATION FORM**

**Application for employment**

Paste/attach recent photo here

At Dawood Contracting LLC, we are committed to recruiting employees of the highest caliber. Without them, we cannot achieve our goals and objectives.

When considering your application for appointment with us, it is essential that we have a clear picture of your talents, abilities and personality so that we may best match your interests and strengths with our current openings. From the information you provide us, we will assess objectively and fairly whether your skills and personality will enhance a particular opening on a team and you in turn will enjoy working with us, or if we should hold your application in our Talent Database (for up to 6 months) and review your file periodically, as new positions open up.

We ask that you complete this application in full, as we consider and review only fully completed forms.

Please send this form to the attention of:

**Company HR Manager**,

***Or alternatively****;* download the application form from DCC website*:* [*www.dawood.om*](http://www.dawood.om)ande-mail it to *HR@dawood.om*

**Ref # Office Use Only**

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Please indicate category by checkmark

Recent Graduate  [ ]

Professional [ ]  Trainee (Internship) [ ]

|  |
| --- |
| Please indicate to which Department you are applying: |
| [ ]  | Human Resources |
| [ ]  | Administration |
| [ ]  | Information Technology |
| [ ]  | Project Management |
| [ ]  | Quantity Surveyor |
| [ ]  | Logistic |
| [ ]  | Finance |
| [ ]  | Engineer (Electric, Civil, Plumbing, Planning, etc ) |

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| --- | --- | --- |
| 1. | Position & Department applied for: |  |

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| --- | --- | --- |
| 2. | Full Name: (as it appears on your passport/ID card): |  |

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| --- | --- | --- | --- | --- | --- | --- |
| 3. | Date of birth: |  | Place of birth: |  | Gender: | [ ]  Male [ ]  Female |
|  | (dd/mm/yy) |  |  |  |  |  |

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| 4. | Marital status: | [ ]  Single | [ ]  Married | [ ]  Widowed | [ ]  Divorced | [ ]  Separated |

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| 5. | Nationality: |  |  |
|  |  |  |  |  |
| 6. | Permanent Address: |  |
|  | Phone: |  | Mobile: |  | e-mail: |  |

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| --- | --- |
| 7.8.9. | Emoluments: Present: [Salary + Perks] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected: [Salary + Perks] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Earliest Joining Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dawood Contracting employees may travel and/or be transferred to any area in Oman in which we might have responsibilities. Have you any disabilities which might limit your prospective field of work or your ability to travel? [ ]  Yes [ ]  No |
|  | If yes, please describe: |  |
|  | Have you worked in Oman before? | [ ]  Yes [ ]  No |
|  | If yes, please list: |  |

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| --- | --- | --- |
| 10. | Have you any dependents?  | [ ]  Yes [ ]  No |
|  | If yes, please give the following information for each: |
|  | Name | Date of Birth | Relationship | Name | Date of Birth | Relationship |
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| 11. | Are any of your relatives employed by Dawood Contracting?  | [ ]  Yes [ ]  No |
|  | If yes, please give the following information for each: |  |
|  | Name | Relationship | Work Country | Position |
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| 12. | Have you previously submitted an application for employment with Dawood Contracting? | [ ]  Yes [ ]  No |
|  | If yes, when and where? |  |

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| --- | --- |
| 13. | Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law? [ ]  Yes [ ]  No |
|  | If yes, please give details: |  |

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| 14. | Have you ever had any serious operations or injuries? | [ ]  Yes [ ]  No |
|  | If yes, please give details: |  |

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| 15A. | Education: **University or equivalent** |
|  | Name, place and country | Years attended | Degree and academic distinctions obtained | Main course of study |
| From | To |
|  |  |  |  |  |  |
|  | GPA |  | Final grade |  | Project grade |  |

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|  | Name, place and country | Years attended | Degree and academic distinctions obtained | Main course of study |
| From | To |
|  |  |  |  |  |  |
|  | GPA |  | Final grade |  | Project grade |  |

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| 15B. | Education: **Schools or educational establishments, from the age of 14** |
|  | Name, place and country | Years attended | Type of school | Certificate or diploma obtained |
| From | To |
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| 15C. | **For Trainees only:** List all your university average grade points |
|  | Name, place and country of university: |  |
|  | Year entered: |  |  |
|  |  |  |
|  | Average grade points / Year | 20\_\_ | 20\_\_ | 20\_\_ | 20\_\_ |
|  | 1st semester |  |  |  |  |
|  | 2nd semester |  |  |  |  |
|  | *Or* Year |  |  |  |  |

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| 16. | Knowledge of Languages |
|  | Mother Tongue: |  |  |  |
|  |  |  |
|  | Other Languages | Speak | Read | Write |
| Fair | Good | Excellent | Fair | Good | Excellent | Fair | Good | Excellent |
|  |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 17. | Computer Skills.  |
|  | Program | Proficiency | Program | Proficiency |
|  | Microsoft Word |  | Tally ERP |  |
|  | Microsoft Excel |  | Adobe Illustrator |  |
|  | Microsoft Access |  | 3D Max |  |
|  | Microsoft PowerPoint |  | Adobe Photoshop |  |
|  | Microsoft Project |  | AutoCAD |  |
|  | Microsoft Outlook |  | Revit |  |
|  | Primavera |  | Other:  |  |

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| 18. | Employment Record.Starting with your present post, list in reverse order every employment you have had. If you need more space, please attach a CV or additional description or print additional copies of this page. |
|  |  Date (month/year) | Salary (specify country currency and indicate if monthly, yearly or hourly )  |
|  | From:  |  | To: |  | Starting: |  | Final: |  |
|  | Employer (name, address, phone, fax, email, etc.): |  |
|  |  |
|  | Type of business: |  |
|  | Name, title of your direct supervisor: |  |
|  | Exact title of your position: |  |
|  | Description of your duties: |  |
|  | Reason for leaving: |  |
|  | Have you any objection to our making inquiries with your employer? [ ]  Yes [ ]  No  |
|  | If yes, clarify: |  |
|  |  |  |
|  | ➋ Date (month/year) | Salary (specify country currency and indicate if monthly, yearly or hourly )  |
|  | From:  |  | To: |  | Starting: |  | Final: |  |
|  | Employer (name, address, phone, fax, email, etc.): |  |
|  |  |
|  | Type of business: |  |
|  | Name, title of your direct supervisor: |  |
|  | Exact title of your position: |  |
|  | Description of your duties: |  |
|  | Reason for leaving: |  |
|  | Have you any objection to our making inquiries with your employer? [ ] Yes [ ]  No  |
|  | If yes, clarify: |  |
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|  |  |  |
| --- | --- | --- |
|  |  Date (month/year) | Salary (specify country currency and indicate if monthly, yearly or hourly )  |
|  | From:  |  | To: |  | Starting |  | Final |  |
|  | Employer (name, address, phone, fax, email, etc.): |  |
|  |  |
|  | Type of business: |  |
|  | Name, title of your direct supervisor: |  |
|  | Exact title of your position: |  |
|  | Description of your duties: |  |
|  | Reason for leaving: |  |
|  | Have you any objection to our making inquiries with your employer? [ ]  Yes [ ]  No  |
|  | If yes, clarify: |  |
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| 19. | References: List three persons, not related to you, who are familiar with your character and qualifications.  |
|  | Name | Address, phone no., email | Profession |
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| 20. | Open Questions |
|  | 1. What do you consider to be the major challenges facing the profession today? How would you help position Dawood Contracting to both meet and take advantages of these?
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|  | 1. In Dawood Contracting, we work in challenging environments and strive to develop solutions for our clients. How we get there is as important as getting there. Describe an achievement (preferably non-academic), highlighting your approach to a problem you faced as well as the solution you developed.
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|  | 1. What is your definition of leadership?
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|  | 1. Often, new hires bring in a fresh, outside perspective during their first months at Dawood Contracting. We’re always interested in their suggestions for improvement. If an idea or suggestion of yours would in your opinion bring significant improvements for our company, how would you go about communicating it?
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|  | 1. What is the most innovative thing you’ve done?
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|  | 1. What are your hobbies? Why are these hobbies satisfying to you?
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|  | 1. What is your favorite reading material? And why?
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|  | 1. And lastly…why us? Why are you applying to Dawood Contracting and amiably filling out this lengthy form we’ve asked for?
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| 21. | I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on this Application Form or other documents requested by Dawood Contracting renders my contract, if I am employed, liable to termination. |
|  | Date: |  | Signature: |  |

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| 22. | Documents (if applicable) to be submitted with the Application prior to interview (all submitted material is non-returnable) |
|  | [ ]  Detailed Curriculum Vitae |
|  | [ ]  Certified photocopies of university and school degrees obtained |
|  | [ ]  Photocopy of Professional License (engineers only) |
|  |  |
| 23. | Documents (if applicable) to be submitted prior to employment (all submitted material is non-returnable) |
|  | [ ]  Letters of recommendation |
|  | [ ]  Photocopy of identity card and passport |
|  | [ ]  2 recent photographs |