***This field is reserved for MetLife’s HR***

Application No. \_\_\_\_\_\_\_

Recommendation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the position of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Data *nice to meet you!***

|  |  |
| --- | --- |
| **Full Name:** | First Name, Father’s Name, Last Name |
| **Address:** | Area, Street, Building, Floor, City, Country |
| **Mobile No.** | Click here to enter text. | **Home No.** | Click here to enter text. |
| **Email Address:**  |  |
| **Date of Birth:** | DD-MM-YYYY | **Place of Birth:** | Click here to enter text. |
| **Nationality 1:** | Click here to enter text. | **Nationality 2:** *(optional)* | Click here to enter text. |
| **Marital Status:**  | Choose an item. |  |  |

**Interested in:** Primary Choice: Choose an item.

Secondary Choice *(optional)*: Choose an item.

**Have you ever been employed by MetLife or any of its associates?**  Choose an item.

*If Yes:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Company**  | **Position** | **From** | **To** |
| Click here to enter text. | Click here to enter text. | Click here to enter a date.  | Click here to enter a date. |

**Do you have any relative or acquaintance in MetLife?** Choose an item.

*If yes:* Click here to enter text.

**Yearly Salary required (USD):** Click here to enter text. **Available to join in (notice):** Choose an item.

**Education Information *All the ABC’s you’ve learned!***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **School / University** | **Location** | **Department/ Major** | **Degree Obtained** | **Graduation year** |
| **High School** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. |
| **University** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. |
| **Master** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. |

**Can we communicate with these institutions?** Choose an item.

**Personal Skills *You can do all that?!***

|  |  |  |
| --- | --- | --- |
| **Language** | **Spoken** | **Written** |
| **Arabic** | Choose an item. | Choose an item. |
| **English** | Choose an item. | Choose an item. |
| **French** | Choose an item. | Choose an item. |
| Click here to enter text. | Choose an item. | Choose an item. |

|  |  |
| --- | --- |
| **Computer Skills** | **Proficiency** |
| **MS Word** | Choose an item. |
| **MS Excel** | Choose an item. |
| **MS Powerpoint** | Choose an item. |
| Click here to enter text. | Choose an item. |

**Activities/Hobbies:** Click here to enter text.

**Outside Business Activity:** *Are you a member of any political, social, vocational organization?* Choose an item.

*If yes, add details:* Click here to enter text.

**Professional Experience *Getting to know you better…***

1. **Current or last employer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** | Click here to enter text. | **Company Sector** | Click here to enter text. |
| **Company phone no.** | Click here to enter text. | **Company Address** | Click here to enter text. |
| **Starting Date** | Click here to enter a date. | **End date** | Click here to enter a date. |
| **Position Held** | Click here to enter text. | **Department** | Click here to enter text. |
| **Direct Manager Name** | Click here to enter text. | **Direct Manager Position** | Click here to enter text. |
| **Last Salary (USD)** | Click here to enter text. | **Can we contact them?** | Choose an item. |
| **Medical/ Life/ Pension Scheme** | Choose an item. | **Other Fringe Benefits** | Click here to enter text. |
| **List your Main duties and Responsibilities** | Click here to enter text.  |
| **List your Achievements** | Click here to enter text. |
| **Reason for leaving** | Click here to enter text. |

1. **Previous Employer** *(prior to A)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** | Click here to enter text. | **Company Sector** | Click here to enter text. |
| **Company phone no.** | Click here to enter text. | **Company Address** | Click here to enter text. |
| **Starting Date** | Click here to enter a date. | **End date** | Click here to enter a date. |
| **Position Held** | Click here to enter text. | **Department** | Click here to enter text. |
| **Direct Manager Name** | Click here to enter text. | **Direct Manager Position** | Click here to enter text. |
| **Last Salary (USD)** | Click here to enter text. | **Can we contact them?** | Choose an item. |
| **Medical/ Life/ Pension Scheme** | Choose an item. | **Other Fringe Benefits** | Click here to enter text. |
| **List your Main duties and Responsibilities** | Click here to enter text. |
| **List your Achievements** | Click here to enter text. |
| **Reason for leaving** | Click here to enter text. |

1. **Other employers** *(prior to B)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company**  | **Sector** | **Date From** | **Date To** | **Position** | **Reason for leaving** |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. | Click here to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. | Click here to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. | Click here to enter a date. | Click here to enter text. | Click here to enter text. |

**Professional and academic references** *(other than relatives)* ***You surely have a good reputation!***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Company** | **Position** | **Phone**  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**General Competencies *Impress us more!***

**Tell us about a time when you had to convince someone or a group that an idea of yours was a good one.**

Click here to enter text.

**What was the biggest challenge you had to achieve in your life so far?** *(Be it educational, professional or personal)*

Click here to enter text.

**What personal values are important for you?**

Click here to enter text.

**Government Official**

Are you a current or former Government official or family member of current or former Government official? Choose an item

*If yes, please describe the nature of Government Office held or name of and relationship to Government Official:*

Click here to enter text.

**Thank you for your time! You made it this far, you can still do the last procedure!**

***I hereby certify that the information contained in this application form is true and accurate. I authorize MetLife or any of its divisions or subsidiaries to contact any of my schools or former employers, except those I have indicated may not be contacted. I understand that if I am employed, any misrepresentation of facts on this application form is sufficient cause of dismissal at any time in the future.***

***Applicants may be required to provide verification of information reported on this form and will be requested to submit to physical examination. It is understood that the medical examination will constitute an integral part of this employment application.***

***The completion of this application does not bind either party to any specific period of employment.***

**Data Privacy *Your Privacy Matters to us!***

***The security and confidentiality of your information is extremely important to us.  That’s why we have technical, administrative, and physical security measures in place to protect your personal information from unauthorized access and improper use.  Our employees are trained to take care in handling your information. They may obtain information about you only when there is a good reason to do so. We also take steps to secure our computer databases and to safeguard the information we have about you.***

***We may use and share your personal information with other companies within the MetLife family and third party MetLife suppliers.  We will ensure that we and those persons or companies who receive your personal information agree to protect it from improper use or disclosure.***

***We will keep your data no longer than is necessary and MetLife will dispose of your personal data when it is no longer required or if you ask to be removed from our systems.***

**Date** Click here to enter a date. **Signature** Click here to enter text.