



EMPLOYMENT APPLICATION FORM

Post Applied For:.....

(I) Personal Details

Surname (Mr. /Dr. /Ms. / Mrs./Miss.):..... Name (As per passport / ID):.....

Former name(s) / Maiden Name (If applicable):

Local Address:

Telephone No. (*Country code*):..... Business No. (*Country code*):.....

Mobile No.:...../..... E-mail Address:.....

Passport Number:..... Expiry Date :(YY/MM/DD).....

National Identity Number (CPR):..... Nationality:.....

Date of Birth: (YY/MM/DD)..... Place of Birth:.....

Age:..... Religion:.....

Marital Status:..... Spouse Name:.....

Spouse's Employment Status:..... No: of Children (if any).....

Next of Kin:..... Relationship:.....

Address of Next of Kin:.....

..... Telephone/Mobile No.:.....

Permanent Address in Home Country:

..... Telephone/Mobile No.:.....

Legal Beneficiary **:..... Relationship:.....

Details of Beneficiary (for outstanding dues):

.....

*** Legal Beneficiary refers to the legal heir who you assign to receive any dues owed to you by the Company in the event of a misfortune. This MUST necessarily be a blood relative.*





(II) Education and Training (or attach a complete CV)

Schools:..... From:.....To:.....

Highest Qualification Gained:.....

College/University:..... From:.....To:.....

Highest Qualification Gained:.....

Further Education or Formal Training:.....From:.....To:.....

Courses and results:.....

(III) Language Proficiency

Languages	Reading			Writing			Spoken		
	Fluent	Average	Low	Fluent	Average	Low	Fluent	Average	Low

(IV) Employment History (or attach a complete CV)

(a)Present/Last Employer:.....

Address:..... Position Held:.....

Date From:..... Date To:.....

Type of job and Responsibilities:.....

Reason for Leaving:.....

Notice Period required by present company:..... Monthly Salary:.....

(b)Previous Employer:.....

Address:..... Position Held:.....

Date From:..... Date To:.....

Type of job and Responsibilities:.....

Reason for Leaving:.....

(c)Previous Employer:.....

Address:..... Position Held:.....

Date From:..... Date To:.....

Type of job and Responsibilities:.....

Reason for Leaving:.....



Employment Gaps (If any)

Please mention all employment gaps during past 5 years:

From (DD/MM/YYYY)	To (DD/MM/YYYY)	Reason

(V) Answer the following general questions	Yes/No	If Yes Give Details
Have you ever been convicted of any criminal offence?		
Have you ever worked in any capacity with Bahrain Financing Company?		
Do you have any family members working for Bahrain Financing Company?		
Do you have any family members working for competitors within the industry and country?		
Do you have any Shareholdings, securities etc. in excess of 5% of any company, and all holdings, no matter what size in any foreign exchange company? (if company is not publicly listed)		
Do you have any External business interests or relationships with customers/suppliers/direct competitors of BFC?		
Have you ever held any Executive or non-executive directorships?		
Are you currently receiving medical treatment, or suffering from any medical condition?		
Do you have a commercial registration in Bahrain or are you currently engaged in any other business either as a proprietor, partner, officer, director, trustee, employee, agent or otherwise?		

(VI) References

Please provide the following information for 2 employment references. In case of no previous work experience, please provide the names of professional people (not relatives / Friends) who will give you a reference and have known you for at least 2 years.

(a)Name:.....

Address:.....

Position Held:.....

Telephone no:.....

Email:.....





No: of years known:.....

(b)Name:.....

Address:..... Position Held:.....

Telephone no:..... Email:.....

No: of years known:.....

***As a part of routine employment process you may be required to furnish pay slips/original certificates/reference letters as requested.**

(VII) Availability

Please state notice period required to give to your present employer:.....

(VIII) Declaration & Signature

I declare that the information given is correct to the best of my knowledge and I have not withheld any information which might be considered adversely or affect my fitness for employment.

Applicants Signature:.....

Date:.....

Thank you for completing the Application.

Please return to:

**Bahrain Financing Company, Human Resources Department, Bab Al Bahrain Building/2nd Floor
P.O.Box 243, Manama, Kingdom of Bahrain**

For more information about Bahrain Financing Company, please visit our website at <https://www.bfc.com.bh>

