



EMPLOYEE INFORMATION FORM

(I) Personal Details

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

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

Full Bahrain Address:

Home Type: Own Renting

Bahrain Driving License: Yes No

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:

Blood Type: Age:

Religion:

Marital Status:

Spouse Name:

Spouse's Employment Status:

No: of Children (if any).....

Emergency Contact Details:

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):

.....

Telephone/Mobile No.:

**** 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 be stated on an official document attested by your respective Country's Embassy/Consulate and the Ministry of Foreign Affairs. Costs of attestation to be borne by the employee.**





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

School: 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 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) Data Privacy and Consent Clause

By submitting this form, I acknowledge that I have reviewed and understood the organization's Employee Data Privacy Notice and consent to the collection, use, processing, and transfer of my personal and professional information as described therein. I understand that my data will be used solely for recruitment, onboarding, and employment purposes, as well as for compliance with applicable laws, regulations, and internal policies. My information will be stored securely and may be shared with relevant departments and authorized third-party service providers only for legitimate business needs, as outlined in the Employee Data Privacy Notice. I am aware of my rights under the applicable data protection laws, including the ability to access, correct, restrict processing, withdraw consent, or request deletion of my personal information, subject to the conditions described in the Employee Data Privacy Notice. I confirm that I have been informed of how to exercise these rights and whom to contact for any questions or concerns regarding my data. Further, I acknowledge that I have the right to raise complaints with the relevant Data Protection Authority if I believe my rights under the applicable data protection laws have been violated.

(VIX) 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.

Applicant's 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 / email: recruitment@bfc.com.bh**

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

