

**Welcome to the 5-Step Employment Application of INDEVCO Group.**

Please use this document as a guide to apply for a position within our group. We regularly seek applicants for positions related to manufacturing, marketing, customer service, information systems, accounting and finance, or other specializations.

With over 7500 employees worldwide across 50 companies in our group, we strive to nurture an atmosphere of integrity, respect, dedication, commitment and mutual caring, while focusing on production and delivery of quality INDEVCO products.

Good luck!

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\* required fields

\* **Title** (Mr. Ms. Dr. Eng. etc)

**\*Name**

First Name

Full Middle or Father's Name

Family Name

**\*Primary E-mail**

**Secondary E-mail**

**\*Choose a Password**

When you fill our application in Ajaltoun, each time you click the "Next" button to progress to the next step, your information is *automatically saved*. Therefore, you have the opportunity to leave and later return to the application. At any time, you may also update your application online.

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## STEP 1: PERSONAL INFORMATION

<b>Step 1: Personal Information</b>	<b>Step 1: Cont</b>	<b>Step 2: Work Experience</b>	<b>Step 3: Education &amp; Skills</b>	<b>Step 3: Cont</b>	<b>Step 4: Employment Preferences</b>	<b>Step 5: References</b>
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**\*Gender**

Female  
Male

**\*Birth**

Date of Birth

Country of Birth

Region of Lebanon

City in Lebanon

**\*Address**

If your permanent address is different from your present address, please provide both.

**Address Type:** choose one

Present  
Permanent  
Both

**Street**

**Building, Floor**

**City**

**Region**

**Zip Code** (if applicable)

**Home Tel** (if available)

**Mobile Tel** (if available)

## STEP 1: PERSONAL INFORMATION - CONTINUED

Step 1: Personal Information	Step 1: Cont	Step 2: Work Experience	Step 3: Education & Skills	Step 3: Cont	Step 4: Employment Preferences	Step 5: References
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### Nationality

*Nationality	Passport Number	Date Issued Day – Month – Year	Date Expires Day – Month – Year	Date of Naturalization If you were not born with this nationality Day – Month – Year

*\*All remaining questions in this section are required.*

Are you a permanent resident/citizen of any other country? Yes  No  Country

Are you a holder of a work permit from any other country? Yes  No  Country

Do you have a driver's license? Yes  No  Country State

In any organization or business, are you a:

*Position	Institution / Business Name	Country	City	State or Region
Board Member Consultant Partner Not applicable Other				

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## STEP 2: WORK EXPERIENCE

Step 1: Personal Information	Step 1: Cont	Step 2: Work Experience	Step 3: Education & Skills	Step 3: Cont	Step 4: Employment Preferences	Step 5: References
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List in order of most recent job (ie: Start with your CURRENT POSITION.) Complete this page for each position held.

<b>From</b> (Month Year)	<b>To</b> (Month Year)
<b>Position Title</b>	
<b>Starting Monthly Salary</b>	<b>Final Monthly Salary</b>
<b>Employer Name</b>	<b>Street</b>
<b>Type of Business or Organization</b>	<b>Building, Floor</b>
<b>Telephone Number</b>	<b>City</b>
<b>Web Address</b>	<b>State or Region</b>
	<b>Zip Code</b> (if applicable)
	<b>Country</b>
<b>Full name of manager</b>	
<b>Number of subordinates</b>	
<b>Job duties &amp; responsibilities</b>	
<b>Major accomplishments</b>	
<b>Reason for leaving</b>	

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## STEP 3: EDUCATION & SKILLS

Step 1: Personal Information	Step 1: Cont	Step 2: Work Experience	Step 3: Education & Skills	Step 3: Cont	Step 4: Employment Preferences	Step 5: References
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### Formal Education

List in order of most *recent* degree. Fill the section below for each degree.

From Date (Month Year)	To Date (Month Year)
Education Level (high school, technical, bachelors, masters, PhD, other)	Country
Degree / Diploma	Academic Institution
Field of Study	Academic Telephone Number
Specialization	Academic Institution Web Site

### Organizational Membership & Activities

List any professional, academic or community-based organizations and activities to which you belong.

### Language(s)

Language	Spoken	Written	Reading	Translation
	Slight Average Fluent	Slight Average Fluent	Slight Average Fluent	Slight Average Fluent

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## STEP 3: EDUCATION & SKILLS - Continued

Step 1: Personal Information	Step 1: Cont	Step 2: Work Experience	Step 3: Education & Skills	Step 3: Cont	Step 4: Employment Preferences	Step 5: References
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### Travel

Country	Year	Length of Stay	Purpose of Trip Business Pleasure Residence Other	Remarks

### Technical Qualifications

Skill	Detail	Proficiency	Others / Remarks
<b>Computer Literacy</b>	Microsoft Word Microsoft Excel Microsoft Access Microsoft PowerPoint AutoCAD CorelDraw Adobe Photoshop Adobe Illustrator	Slight Average Excellent	
<b>Networking &amp; System Administration</b>	Cisco Routers Configuration Cisco Wireless Configuration ISA Server Configuration & Admin MS Exchange Server Configuration & Admin Network Troubleshooting System Troubleshooting Windows Server Configuration & Admin	Slight Average Excellent	
<b>Software Development / Programming</b>	ASP .Net 2005 C# .Net 2005 Java Microsoft SQL 2005 Analysis Services (OLAP) Microsoft SQL 2005 Reporting Tools Services Microsoft SQL Server 2005 Development Microsoft SQL Server 2005 Administration Oracle Database Administration Oracle Database / Application Development Seagate Crystal Report 10 Visual Basic 6 Visual Basic .Net 2005	Slight Average Excellent	

## Continuing Education & Training

List all seminars and training you have taken, as well as skills you have acquired, that are relevant to a position at INDEVCO.

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## STEP 4: EMPLOYMENT PREFERENCES

Step 1: Personal Information	Step 1: Cont	Step 2: Work Experience	Step 3: Education & Skills	Step 3: Cont	Step 4: Employment Preferences	Step 5: References
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### Start Date

On what date could you begin work? (Day Month Year)

### Desired Position & Location

Please indicate your preference(s) for position(s) and country location(s). If you would like to work at a specific INDEVCO company, please indicate. If not, leave blank.

Position(s) Desired	Country	INDEVCO Company	Minimum Salary Expected
			Amount Currency
			Amount Currency
			Amount Currency

### \*Other

Are you willing to work:

On a shift basis? Yes  No

Overtime? Yes  No

In different locations? Yes  No

Have you ever been employed by INDEVCO? Yes  No  Specify (text box)

Have you ever filled an application with INDEVCO? Yes  No  Specify (text box)

Who recommended you apply to INDEVCO?

List names of relatives and/or friends employed by INDEVCO.



## STEP 5: REFERENCES

Step 1: Personal Information	Step 1: Cont	Step 2: Work Experience	Step 3: Education & Skills	Step 3: Cont	Step 4: Employment Preferences	Step 5: References
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\* Please list **three or more** professional and character references. Do not include relatives.

<b>Title</b> (Mr. Ms. Dr. Eng. etc)	<b>Street</b>
<b>Reference Name</b>	<b>Building, Floor</b>
<b>Occupation</b>	<b>City</b>
<b>Telephone</b>	<b>State or Region</b>
<b>Mobile Tel</b>	<b>Zip Code</b> (if applicable)
<b>E-mail</b>	<b>Country</b>
<b>Alternative E-mail</b>	

### Tell Us More about Yourself

Last chance....to tell us anything else about yourself.

### Disclaimer

You will be asked to agree or disagree with the following statement:

I hereby certify that this application is complete for the periods of employment listed and that all information given is true and contains no misrepresentation. I am aware that INDEVCO may investigate and verify all statements I have made on this application. I understand that if I withhold information, misrepresent or falsify any part of this application, including attachments, degrees, and training, I may be rejected for employment or, if employed, terminated at any time.

I authorize and release from liability all employers, persons, schools, universities and other organizations to provide information requested by INDEVCO.

**Good luck in preparing your employment application for INDEVCO Group!**