



GENELTON INTERNATIONAL TRADE, JSC

JOB APPLICATION FORM (JAF)

PASSPORT SIZE PHOTO
IN BLUE BACKGROUND

Please print/type in CAPITAL: The application must be fully completed for our consideration even if you have attached your CV/Resume.

PERSONAL INFORMATION

	<small>(First Name)</small>	<small>(Middle Name)</small>	<small>(Surname)</small>
NAME: _____			
ADDRESS: _____			
VISA TYPE:	VIST	BUSINESS	WORK
	NOC	OTHERS (please specify): _____	
VISA STATUS/PERIOD: _____	AGE: _____	GENDER: M	F
EMAIL ADDRESS: _____	DATE OF BIRTH (DD/MM/YYYY): _____		
MOBILE #: _____	NATIONALITY: _____		
PASSPORT #: _____	EXPIRY (DD/MM/YYYY): _____	WEIGHT: _____ (kgs)	HEIGHT: _____ (meters)
TURKISH ID # _____	EXPIRY (DD/MM/YYYY): _____	MARITAL STATUS: SINGLE	MARRIED
HIGHEST EDUCATIONAL ATTAINMENT: _____	OTHERS (please specify): _____		
CURRENT LOCATION: _____	<small>(City)</small>	<small>(Country)</small>	LINKEDIN: _____
SOCIAL NETWORK ACCOUNTS	FACEBOOK: _____	YOUTUBE: _____	
	INSTAGRAM: _____	OTHERS (please specify): _____	
	TWITTER: _____		

CAREER PROFILE

TOTAL YEARS OF EXPERIENCE: _____	YOU FOUND US THROUGH:		
TOTAL YEARS OF EXPERIENCE (TURKEY): _____	JOB POSTS	AGENCY	Agency Name: _____
FIELDS OF EXPERIENCE: 1 _____	WEBSITE	SOCIAL MEDIA	OTHERS (please specify): _____
2 _____			
3 _____			

BRIEF JOB DESCRIPTION OF YOUR POSITIONS MENTIONED IN THE FIELD OF EXPERIENCE:

APPLYING FOR (POSITION): _____

CURRENT/PREVIOUS SALARY (IN TL/USD): _____

EXPECTED TOTAL SALARY (IN TL/USD): _____

COMMUNICATION SKILLS:

TURKISH	READ	SPEAK	WRITE
ENGLISH:	READ	SPEAK	WRITE

OTHERS (please specify): _____

READ	SPEAK	WRITE
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DO YOU HAVE A DRIVING LICENSE?

YES NO

IF YES? WHEN IS THE EXPIRY (DD/MM/YYYY): _____

DID YOU RECEIVE ANY WARNING LETTERS OR MEMOS IN YOUR PREVIOUS COMPANY? YES NO

IF YES, FOR WHAT SPECIFIC REASON/S? _____

NOTE: IF YOU HAVE ANY PREVIOUS EMPLOYMENT CERTIFICATES OR AWARDS, KINDLY ATTACH IN THIS JAF (JOB APPLICATION FORM) FOR OUR WORKING REFERENCE. KINDLY USE JPG AND PDF FORMAT ONLY FOR THE ATTACHMENTS

EMPLOYMENT HISTORY & REFERENCES (WITH CONTACT DETAILS)

COMPANY (1): _____	DESIGNATION: _____
DATES EMPLOYED: FROM: _____ TO: _____	DURATION: _____
REASON FOR LEAVING: IF TERMINATED (please provide the reason): _____	
IF RESIGNED (please provide the reason): _____	

REFERENCE FROM COMPANY (1)

NAME: _____ MOBILE NUMBER: _____

DESIGNATION	EMAIL ADDRESS:
COMPANY (2):	
DATES EMPLOYED: FROM: _____ TO: _____	DESIGNATION: _____ DURATION: _____
REASON FOR LEAVING: IF TERMINATED (please provide the reason): _____	
IF RESIGNED (please provide the reason): _____	

REFERENCE FROM COMPANY (2)

NAME: _____	MOBILE NUMBER: _____
DESIGNATION _____	EMAIL ADDRESS: _____

COMPANY (3):	
DATES EMPLOYED: FROM: _____ TO: _____	DESIGNATION: _____ DURATION: _____
REASON FOR LEAVING: IF TERMINATED (please provide the reason): _____	
IF RESIGNED (please provide the reason): _____	

REFERENCE FROM COMPANY (3)

NAME: _____	MOBILE NUMBER: _____
DESIGNATION _____	EMAIL ADDRESS: _____

SIGNATURE DISCLAIMER AND INDEMNITY

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated. I hereby fully indemnify, and don't have any objection for the company to share my details both online and offline to any third party as the company may deem necessary.

NAME: _____	SIGNATURE: _____
DATE: _____	

Note: Please attach the following documents - CV/Resume, Passport copy, Visa copy, Employment Certificates copy (if available), Transcript of Records copy, Diploma copy, No Objection Certificates copy (if available), any supporting documents with regards to your application.

FOR OFFICIAL USE ONLY
To be filled up by HRAD DEPARTMENT ONLY

- APPLICATION CHECKLIST**
1. JAF (JOB APPLICATION FORM)
 2. CURRICULUM VITAE (CV)
 3. PASSPORT COPY
 4. VISA COPY
 5. EMPLOYMENT CERTIFICATES
 6. TRANSCRIPT OF RECORDS
 7. DIPLOMA
 8. SAMPLES OF WORK
 9. OTHERS (please specify)

YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO

HRAD DEPARTMENT
signature and date

<input type="checkbox"/>	To proceed with Phase Two (2) VOR - Verification of References
<input type="checkbox"/>	To return to candidate for completion of Phase One (1) JAF - Job Application Form
<input type="checkbox"/>	Regret Letter

TYPE OF RECRUITMENT

<input type="checkbox"/> LOCAL	<input type="checkbox"/> INTERNATIONAL
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APPLICATION FOR DEPARTMENT: _____

CEO - Mr. Zurab Taymaskhanov
signature and date