

## New Employee Data Form – Part 1

Human Resources

Personal Profile						
Prefix		Nationality				
First Name		Previous Nationality				
Middle Name		Place of Birth				
Last Name		Date of Birth				
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other ...		Religion - Section			
Parents						
Father's Name		Mother's Name				
Father's Nationality		Mother's Nationality				
Father's Place of Birth		Mother's Place of Birth				
Father's Date of Birth		Mother's Date of Birth				
Spouse						
Spouse's Full Name		Spouse's Nationality				
Spouse's Place of Birth		Spouse's Date of Birth				
Spouse's Employer		Employer Sector	<input type="checkbox"/> Private <input type="checkbox"/> Government <input type="checkbox"/> Semi-Government			
Dependents						
Child	First Name	Last Name	Place of Birth	Date of Birth	M/F	School Grade
Qualifications						
Degree	Major	School/College	Graduation Date	Languages Spoken		
Experience						
Field/Industry		Number of Years				

## New Employee Data Form – Part 2

Human Resources

Passport Details			
Passport No.		Date of Issue	
Place of Issue		Date of Expiry	
Do you have UAE Residence Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, please complete the details.)			
Date of Issue		Date of Expiry	
Sponsor Name		Relationship	
Unified No.		UAE ID No.	
Permanent Address (Home Country)			
Street		City	
P.O. Box		Email Address	
International Phone Number		Point of Origin (for Flight Purposes)	
Current/UAE Address (If Applicable)			
Street		City	
P.O. Box		Email Address	
Mobile No.		Landline No.	
Emergency Contact Details (in UAE)			
Name		Relationship	
Street		City	
Mobile No.		Email Address	
Other Contact Information			
Webpage		Facebook	
LinkedIn		Other	
Do you have a relative working at AUS? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, please complete the details.)			
First Name		Last Name	
Department		Relationship	

I certify that answers given herein are true and complete to the best of my knowledge.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

❖ **Please enclose with this form:**

- Copy of your passport
- Copy of your qualifications
- Your passport photo
- Copy of your UAE Residence Visa (If applicable)
- Copy of the UAE ID (If applicable)

**UAE Nationals: in addition to the above, please also include:**

- Copy of your Family Book
- National Service (for men only)