

## New Employee Data Form – Part 1

### Human Resources

Personal Profile						
Prefix			Nationality			
First Name			Previous Nationality			
Last Name			Place of Birth			
الاسم كاملا بالعربية			Date of Birth (Numbers only)	Day/Month/Year		
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other ...		Religion - Section			
Parent Information						
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 Information						
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"/> Privet <input type="checkbox"/> Government <input type="checkbox"/> Semi- Government		
Dependents Information						
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			Years No.			

## New Employee Data Form – Part 2-Human Resources

Passport Details			
Passport No.		Date of Issue (Numbers only)	Day-Month-Year
Place of Issue		Date of Expiry (Numbers only)	Day-Month-Year
<b>Do you have UAE Residence Visa?</b> <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 No.		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	
<b>Do you have Relative working in AUS?</b> <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:**

- Passport copy
- Recent official Personal Photo with white background and without glasses
- UAE ID (If Applicable)
- UAE Residence Visa (If Applicable)

❖ **For UAE Nationally, with the above documents please enclose:**

- Family Book
- National Services (For Men only)

❖ **Qualifications:**

- PhD Certificate + PhD Transcript (If Applicable)
- Master Certificate + Master Transcript (If Applicable)
- Bachelor Certificate+ Bachelor Transcript (If Applicable)

**Note:** Please refer to AUS Privacy Policy: <https://www.aus.edu/privacy>