



HUMAN RESOURCES DEVELOPMENT FUND

APPLICATION FORM



Application Form

Part One: To Be Completed By The Candidate

1- Personal Data:

Name of Candidate: _____ CPR No: _____

Sex: Male _____ Female _____ Date of Birth: _____ Nationality: _____

Job Title: _____ Employer: _____

Date of Employment: _____ Home address: Building No _____

Road No _____ Area No: _____ City: _____ Tel No (work) _____

(home) _____ (mobile) _____ Email: _____

Preferred mailing address for correspondence:

2- Qualifications: Start from the highest qualification:

Qualification	University/College	Subject	Year Completed

Other professional certification you would like us to take into consideration:

3- Work Experience: Start with the most recent employer:

Position	Employer	Years in Service		Main Responsibilities
		From	To	

Last year's performance appraisal rating _____

4- Please indicate your level of language proficiency by ticking the appropriate box:

	Writing			Reading			Speaking		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
Arabic									
English									
Other									

5- Details (including date) of the most recent training programme attended:

6- Details of training programme applied for:

6-1 Please attach a copy of the details or brochure on the training programme.

6-2 Please indicate the cost of the training programme giving as much detail/cost breakdown as possible.

7- How do you think this programme will benefit your development and career prospects?

8- How do you think this programme will benefit the financial sector in the Kingdom?

I certify that the information given is true and correct.

Candidate's Name: _____

Signature: _____

Date: _____

Part Two: To Be Completed By The Candidate's Employer

Please state reasons for your recommendation of this candidate to undertake this training programme, as well as any other comments you would like to make to justify this application:

We confirm that we support this application and agree to the candidates attendance of this training programme.

Name of Official: _____ Title: _____

Signature: _____ Date: _____

Part Three: For HRD Fund Use Only

The application is Accepted Rejected

Comments: _____

On behalf of the Board of Trustees of the HRD Fund

Signed by:

Name: _____ Signature: _____

Date: _____

صندوق تنمية الموارد البشرية
القطاع المصرفي والمالي
**Human Resources
Development Fund**
Banking & Financial Sector



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