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| |  | | --- | | **Saudi Arabia**  **Ministry of Education**  **Prince Sattam Bin Abdulaziz University**  **Human Resources Deanship** | |

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| |  | | --- | | **The picture**    **Personality** | |

**Contract nomination form**

First name: ........................ Father's name: ..................... grandfather name: ..................... last name: ...............

Sex: (male/female) religion: ...................... current nationality: ..................... former nationality:............................

Place of birth: city ................ state: ................ date of birth: ...................... the social situation: ............................

The address of the residence ........................................ the phone: (.......................................... mobile: (....... )

Another mobile ( ......................................... the name and address of the work................................... phone: (............................ )

Scientific qualifications:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Scientific qualifications | Appreciation | Date of qualification | Specialization | University name | State |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Practical experiences outside Saudi Arabia

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| M | Job name | Start working | End of business | Destination and workplace | Why he left work |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

Practical experiences within Saudi Arabia and attach certificates certified by the employer

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| M | Job name | Start working | End of business | Employer | Why he left work |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

The candidate's signature on the validity of the data above << name: .................................. signature: ........................ date: .....................

(Initial offer))

Prince Sattam Bin Abdulaziz University welcomes you to work in a college.......................................................................

      Job name: .....................................

      Monthly salary (including years of experience, if any): ..................... SR.

      Monthly transfer allowance: ........... Rial.

      Instead of working at the University Hospital .......... (for actual working periods only and after obtaining the professional classification from the Saudi Authority for Health Specialties).

      Annual housing allowance (insured).

      Furnishing allowance: 50% of the housing allowance is paid only once at the beginning of the contract unless you have ever worked in Saudi Arabia.

      Duration of the contract: A university year renewable with the consent of both parties.

      The exact date of the start of the work: .....................................

      Contracting headquarters (the country for which your tickets will be spent in the future): is the country of its nationality.

      Annual leave (paid): 60 days in the Hijri year and is due for part of the year in proportion.

      The university will give you tickets for you and three members of your family annually from the city ................... to your contract shop on the degree ......................... provided that your family stays with you in Saudi Arabia for at least six months.

Note that this offer is conditional on bringing you the following:

1. The scientific certificates are certified by the Saudi Cultural Attaché, whether in the contracting country or in the country of obtaining the certificate.

2. Full-time and not part-time certificates of experience, with the last qualification obtained by a job ......................... for a period of not less than ...................... specified in the day, month and year certified by the Saudi Cultural Attaché.

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| --- | --- | --- | --- |
| Candidate's approval for employment | Committee member | Competent employee | Chairman of the Committee |
| Name: ......................... | Name: ......................... | Name: ......................... | Name: ........................ |
| Signature: ....................... | Signature: ....................... | Signature: ........................ | Signature: ...................... |

(Please see the instructions and conditions at the back)

(Terms and conditions of contracting with non-Saudi faculty at the university)

The contractor is required to:

1) He must have completed 20 years of age and not more than 60 years of age and the University Council may exceed the upper age limit within 10 years for participating professors and professors and five years for assistant professors on the recommendation of the Department Council and the College Council and three years for other groups on the recommendation of their employer.

2) He must have a bachelor's, master's and doctoral degree from a recognized university in his country and has previously served as a faculty member at a recognized university in the country where he has worked for at least a year.

3) That is at least well appreciated in bachelor's and very good in master's and phD.

4) The extension of specialization in bachelor's, master's and doctoral degrees is required.

5) Academic experience is required to be after the last qualification obtained at a recognized university full-time for a minimum of one year.

6) Previous experiences are calculated up to a maximum of 5 years, while the professor and lecturer are calculated to the end of the ladder, and academic experience in the field of specialization is calculated one year and non-academic experience and in the field of specialization two years by one year and to be full-time and does not count those whose experience was part-time as well as required to be scientific experience after the qualification assigned to him.

7) Be healthy to serve under a recent health certificate issued by a medical authority recognized by the university.

8) Be well-behaved and ethical.

9) To be unrelated to a contract with another party in Saudi Arabia.

10) All academic documents and practical experiences must be certified by the Saudi Cultural Attaché, either in the contractor's country or in the country of origin of the document.

11) The duration of the contract is a university year renewable with the consent of both parties.

12) The duration of the contract begins from the day the contractor leaves his home for his place of work in Saudi Arabia in the shortest way, but not more than the period between leaving the home and applying to start work on three days and not ahead of the university deadline for the beginning of the contract, or from the day the contractor submits to start work in accordance with the university's instructions if he or she resides in the country where the job is located and the contract is signed.

13) In the case of contracting with a woman and depriving her, it does not combine the housing allowances with furnishing them, but only one allowance to be paid to the owner of the higher allowance, as well as the travel tickets are spent in the range of only four tickets (a ticket to the woman and a ticket to her wife and a ticket to two children) with the family staying for a maximum of 6 months in Saudi Arabia.

14) The prohibited or prohibited contractor is not entitled to contract with the university instead of furnishing if the other works at the university or elsewhere within the Kingdom.

15) If any of the woman and her lawyer are under contract with the university and the other is contracted by another government agency, the tickets will be disbursed by the person who disposes of the housing allowance.

16) If the university is found to be in the absence of the above, it has the right to apply to the contractor what is stipulated in the regulations and regulations without any obligations to it.

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| Applicant's name: ........................................................... | Sign with the flag: ................................... | Date: ........................ |