



ALKARMA APPLICATION FORM

On completion please return this form to:

*AL Karma TV Office;
P.O. Box 3610 Seal Beach, CA 90740
Or by e-mail to: admin@alkarmatv.com*

Or fax it to: 1-925-226-4034

Date of Application: _____

Position(s) Sought: _____

All information given on this form will be treated as **CONFIDENTIAL**. Please provide complete information. If completing in softcopy form then all spaces for answers may be expanded as required. If completing in hardcopy then please use additional paper where space provided to answer a question is insufficient.

Please attach photocopies of important diplomas, certificates or licenses (if sending by e-mail then these may be posted separately or handed to a AL Karma HR staff or brought to interview).

PERSONAL DETAILS

Name & Title (e.g. Mr., Miss, Mrs.):

Mailing address:

Telephone: (home): (work):

Fax: (Cell):

E-mail:

Date of birth (Day/month/year):

Country of birth:

Nationality(ies):

Marital status: (circle) single engaged married widowed divorced remarried

EMPLOYMENT RECORD

List chronologically with most recent employment details first, giving Dates employed; employer's name; positions held; reason for leaving. [May be left blank if the information is contained on your resume]

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EDUCATION

List chronologically, most recent details first. Giving dates, school/college/university, courses successfully completed. [May be left blank if all information included on your resume]

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PROFESSIONAL QUALIFICATIONS AND MEMBERSHIPS HELD

(e.g. member of professional institution) [May be left blank if information included in resume]

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ATTENDANCE AT SPECIAL SEMINARS, WORKSHOPS, EXTRA COURSES

(e.g. business, management, other) [May be left blank if all information included on resume]

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SKILLS

1 Languages spoken (state degree of fluency):

2 Driving. a. Give details of license(s) held:

b. Are you a car owner?

3 Professional equipment competently operated (e.g. video/audio equipment, computer (specify software), other).

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4 Other special aptitudes (e.g. typing, writing, art, music, etc.):

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2 How do you maintain and strengthen your Christian life?

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3 Which church do you attend and for how long have you been an active member?

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4 Is your pastor/priest or church aware of your application to Al Karma TV? If so, do they support it?

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5 Have you experience in working with Christians from cultural/denominational backgrounds different to your own? If yes, please tell us about the blessings and/or problems you observed or experienced.

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FAMILY DETAILS
(Complete only relevant sections)

1 Name of spouse (if applicable):

2 What is your spouse's attitude towards your application?

3 Have you had any marital problems in the past?

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4 Children (please list names and dates of birth):

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MOTIVATION

1 Please give reasons why you are considering work for AL Karma:

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2 What are your main expectations in joining Al Karma? (Job satisfaction, service to the Arabic speaking communities of North America and those in the Middle East, etc.) Please list these in order of their importance to you.

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3 State briefly what you perceive to be the main goals of Al Karma TV, and note any questions you may have concerning these.

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4 How flexible are you in terms of your job description?

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5 For those applying from outside United States. What difficulties do you anticipate in joining Al Karma TV and how do you intend to address these? (Areas to consider include cultural adjustment, language, effect on family moving with you, parents attitude, working in a multi-national setting, etc.)

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HEALTH

(A separate medical will later need to be completed by your doctor for you and your dependents)

1 How would you describe your present state of health?

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2 What serious illnesses have you had?

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3 Are you physically disabled in any way?

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4 Do you have any history of being treated for anxiety or depression?

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5 How do you cope with pressure/stress?

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6. Have you ever used illegal drugs? If yes, please explain.

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7. Do you smoke? If so how much?

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8. Please explain any problems that you now have or have ever had with alcohol?

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FINANCES

1 What type of employment are you seeking?

Salaried:
Seconded (i.e. supported by a Christian mission or church):
Voluntary:
Other (specify):

2 Are you insured? If so please give details:

PASSPORT DETAILS

Passport number:
Nationality:
Place of issue:
Date of issue:
Valid until:

Do you have permission to work in United States? YES / NO
(If not then employment will be conditional on obtaining a work permit to work in United States)

What countries have you visited and why?

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Please enclose a passport style photo of yourself and all dependents that would be traveling with you: (If you are sending this form by e-mail then this may be done separately.)

REFERENCES

Please give the names and addresses of 4 (or 5) persons who would be willing to give confidential personal references. One of these should be your church or assembly leader, one your Bible college principal or Tutor (if applicable), one a friend of yours and two should be people you have worked for or with during the past 5 years.

1. Name & Title (e.g. Rev., Father):
Relationship:
Address:
E-mail: Fax:
Telephone: (home) (work)

2. Name & Title (e.g. Mr., Mrs.):
Relationship:
Address:
E-mail: Fax:
Telephone: (home) (work)

3. Name & Title (e.g. Mr., Mrs.):
Relationship:
Address:
E-mail: Fax:
Telephone: (home) (work)

4. Name & Title (e.g. Mr. Mrs.):
Relationship:
Address:
E-mail: Fax:
Telephone: (home) (work)

5. Name & Title (e.g. Mr., Mrs.):
Relationship:
Address:
E-mail: Fax:
Telephone: (home) (work)

A non-medical Health questionnaire will be included with papers sent to one of the above references. Please state if you have a preference as to whom it should be sent.

DECLARATION

I hereby certify that to the best of my knowledge the information contained in this application is both truthful and complete. I give permission for the persons I have named above to supply references on my behalf and reveal confidential information to the relevant AL KARMA TV authorities.

Date _____

Signature _____