|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **New staff member information\*** | **Full Name**  *(as in the passport):* |  | | | Photo |
| **Nationality:** |  | | |
| **Degree:** |  | **Major:** |  |
| **University:** |  | | |
| **Telephone No:** |  | **Email:** |  |
| *In case of student* | | | |
| **Student No:** |  | **Major:** |  | |
| **Receiving Assistantship?** | **Yes No** | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project coordinator** | **Coordinator name:** |  | | | | | |
| **Project title:** |  | | | | | |
| **Project reference No:** |  | | | | | |
| **Funding agency/program:** |  | | | | | |
| **Role of the new team members in the project:** |  | | | | | |
| **Appointment period:** | **From:** |  | | **To:** |  | |
| **Requested monthly salary (***Max of***):** |  | | | **Currency:** | |  |
| **Required number of working days/month (***Max of***):** | | |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Name** | **Signature** | **Date** |
| **Signatures** | **New team member** |  |  |  |
| **Project Coordinator** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **International Project Office** | ***Project Officer*** | | | |
| **Fund Availability:** | **Available Not available** | | |
| **Compatible with Regulations:** | **Yes No** | | |
| **Notes:** |  | | |
| **Signature:** |  | **Date:** |  |
| ***Director of the International Project Office*** | | | |
| **Notes:** |  | | |
| **Signature:** |  | **Date:** |  |

***\*Please attach: CV, Copy of passport or national ID, Transcript, certificate of Degree***