|  |  |  |  |
| --- | --- | --- | --- |
| **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***