

**Human Resources Department / Appointment Form for New Project Team Member in the International Project Office**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Number or Passport Number for Non-Jordanians:   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | | Full Name: .......................................................... | | |
| Nationality: | Date of birth: | | Place of birth: |
| Gender: Male Female | | | |
| Phone Number: | Residential Address: | | |
| Email: | | | |
| School/ Department: .......................................... | Job Title: ................ | | |
| In case the applicant is a university student | | | |
| Major: | | University Number: | |
| Study by University Scholarships: Yes No | | | |

**Qualifications**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Certificate | Major | University Name | Graduation Year | Academic Rank |
|  |  |  |  |  |
| Signature: ........................................................... | | | Date: ............................................. | |

**To Be Filled in By the Project Coordinator and School:**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name: |  | | |
| Project Manager Name: |  | | |
| Project Reference Number: |  | | |
| Funding Agency/ Program: |  | | |
| Role of the new project member: |  | | |
| Working hours per month (upper limit): |  | | |
| Award per month (maximum limit): |  | | |
| Award currency: |  | | |
| Duration of work required: | From | | To |
|  | |  |
| Notes: |  | | |
| Project Coordinator Signature: ..................................................................... | | Date: .................................................... | |
| Head of Dep/Sec Signature: ..................................................................... | | Date: .................................................... | |
| Dean/ Manager Signature: ..................................................................... | | Date: .................................................... | |

**To be filled in by Project Office:**

|  |  |  |  |
| --- | --- | --- | --- |
| Fund Availability | Yes No | | |
| Compatible with Regulations: | Yes No | | |
| Notes: |  | | |
| Signature: ....................................... | | Date: ........................... | |
| International Project Director Notes: |  | | |
| Signature: ........................................................................ | | | Date: .................................................... |