**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: .................................................... |