



APPLICATION FOR EMPLOYMENT

AIU SECURITY DEPOSIT POLICY

Dear Applicant,

Thank you for taking the time to submit your application for employment and for your interest in working at American International University.

AIU makes an investment in new employees of our time and resources. The security deposit is our assurance that you will return all materials loaned to you, and that you will observe the notice period when and if you make the decision to leave employment with AIU.

Should you be offered a job with AIU, 100 K.D. towards your security deposit is required at the time of signing an offer of employment in order to secure your position. This is AIU policy for newly appointed staff unable to join within 3 working days of accepting an offer, and for all applicants who will be signing on for the subsequent academic year.

Security deposit policies:

- 50% of first month's salary, less 100 KD deposit already paid at the time of signing an offer.
- If you should resign, **even during the probationary period**, you must give 2-8 weeks' notice (whatever is stipulated in your contract); otherwise security deposit is non-refundable.
- If your employment is terminated during the probationary period, it is fully refundable.
- The security deposit will be returned to you at the end of your employment with AIU as long as you have met the notice period (admin staff only). For teaching staff, it will be returned to you with your June salary after receiving university clearance of all university property and all academic responsibilities are completed as stipulated in the contract.

Position Applying For			
First Name	Second Name	Family Name	Nickname

START DATE/ SALARY EXPECTATION

When can you begin working at AIU?	Date:
What is your salary expectation? (Mandatory- your application will not be considered if this is left blank)	Kuwaiti Dinar
What visa are you on? If other, please explain: -----	<input type="checkbox"/> Visa 22 <input type="checkbox"/> Visa 18 GP <input type="checkbox"/> Visa 18F <input type="checkbox"/> Visa 18R <input type="checkbox"/> Visit Visa

APPLICANT INFORMATION

Do you have any relatives working at AIU? ☐ Yes ☐ No

If yes, what is their name? _____

Do you have any friends working at AIU? ☐ Yes ☐ No

If yes, what is their name? _____

How did you learn about AIU? Circle one: ☐ Ad in newspaper ☐ Friend ☐ Relative ☐ Internet search

Website ☐ Others: _____ If you were referred by someone, please list who: _____

Sex	Date of Birth	Place of Birth	Nationality
<input type="checkbox"/> Male <input type="checkbox"/> Female			

Present Sponsor:	Civil ID Number:															
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Your Home Telephone Number(s)	Your Mobile Number

Marital Status			
<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widow

EDUCATION

Education	School Name & Address	City, Country	Years Attended		Major	Degree & Year
			From	To		
High School						
University						
Other						

SICK LEAVE AND MEDICAL CONDITIONS

Consistent attendance is an essential duty of all AIU staff. Frequent Absences cause disruption to students, as well as place an unnecessary burden on fellow faculty/admin staff. Faculty members absent more than 3 days in the academic year will be called into management review.

Will you be able to accept AIU terms if hired? ☐ Yes ☐ No

Please indicate how many days from work you missed last year due to illness:

Number of days absent last year?	<input type="checkbox"/> 1 – 2 days	<input type="checkbox"/> 3 – 4 days	<input type="checkbox"/> 5 + days
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What were the reasons for the Absences? Explain.
Do you have any medical conditions that may cause you to be absent? Explain.

If you are female, are you currently pregnant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently taking any medications?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, what are the reasons and what type of medication? Explain.		

WORK EXPERIENCE

Current Company	Job Title	Employer	Dates of Employment	Salary & Other Allowances

Job Duties:	

Reasons for Leaving	
May we contact your former employer?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Former employer contact information:	<div style="display: flex; justify-content: space-between;"> <div>Telephone:</div> <div>Email:</div> </div>

Previous Company #2	Job Title	Employer	Dates of Employment	Salary & Other Allowances

Job Duties:	

Reasons for Leaving			
May we contact your former employer?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Former employer contact information:	Telephone:	Email:	

Previous Company #3	Job Title	Employer	Dates of Employment	Salary & Other Allowances

Job Duties:	

Reasons for Leaving			
May we contact your former employer?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Former employer contact information:	Telephone:	Email:	

APPLICATION REQUIREMENT CHECKLIST

The following documents **must** be included in your application packet in the following order:

- ✓ AIU application form
- ✓ 1-page Cover Letter – current picture at the top right-hand corner
- ✓ Resume – full contact information, must include email and phone number
- ✓ Copies of Diplomas / Certificates / Certified Copy of Transcripts
- ✓ 2 Letters of Reference from two most recent employers. Must be from an administrator or manager.
- ✓ Photocopy of the back and front of your passport, Kuwait civil ID, OR a copy of your residency page from your passport.
- ✓ Salary Certificate
- ✓ Photocopy of your present contract
- ✓ Photocopy of your work permit

APPLICANT SIGNATURE

- ☐ I affirm that all information provided on this application is true. I understand that any false information that I have provided is grounds for immediate termination from a post that I may be appointed to at AIU and/or will nullify my employment contract with AIU.
- ☐ I have read and accept AIU's Personal Financial Responsibility clause, and the Employee Security deposit clause.

Name: _____

Signature: _____

Date: _____