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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description: cid:image001.png@01D2221A.F05EE290** | | | | | | | | | | Employee Referral Form  Please fill & attach applicant’s CV or Resume to this form and submit to Recruitment team. | | | | | | | | | | |
| Referrer’s Details (If Any) | | | | | | | | | | | | | | | | | | | | |
| Referrer’s Name: |  | | | | | | | | | | | | | | | Date of Referral: | | | | |
| Location: | | | | | | | | | | | | | | | | ABIS Employee ID: | | | | |
| Job Title: | | | | | | | | | | | | | | Department: | | Telephone: | | | | |
|  | | | | | | | | | | | | | |  | |  | | | | |
| E-mail: | | | | | | | | | | | | | | Relationship to Applicant: | | | | | | |
| Applicant’s Details | | | | | | | | | | | | | | | | | | | | |
| Applicant’s Name: | | |  | | | | | | | | | | | | | | | | | |
| Nationality | | |  | | | | | | | | | | | Saudi ID/ Passport Number | | | |  | | |
| Education/ Discipline: | | |  | | | | | | | | | | | Iqama Number | | | |  | | |
| Age | | |  | | | | | | | | | | | Does the applicant have Iqama Visa Transferable | | | | YES | | NO |
| Current Employer: | | |  | | | | | | | | | | |
| Current Job Location: | | | | | | | | | | | | | | | | | | | | |
| Current Job Title: | |  | | | | Current Salary USD | | | | | $ | | | Updated Telephone 01: | | | | | Updated Telephone 02: | |
| Applicant Interest to join as SMP(supply manpower): | | | | YES | | | | | NO | | | | | Approx. duration required to join: | | | | | Active E-mail: | |
| Relevant Experience | | | | | | | | | | | | | | | | | | | | |
| Number years of experience: | | | | | | | | | | | | Position applied for (if specific) | | | | | | | | |
| Saudi Aramco Experience | | | | YES | | | NO | | | | |  | | | | | | | | |
| Does the applicant have Gulf Experience | | | | YES | | | NO | | | | |
| Oil & gas experience | | | | YES | NO | | | Some | | | |  | | | | | | | | |
| For HR use only | | | | | | | | | | | | | | | | | | | | |
| Hire | | Do Not Hire | | Hold | | | |
| Date Received: | | | | | | | | | | | | | | Input into Database: | | | | | | |
| Vacancy Ref (if applicable): | | | | | | | | | | | | | | Vacancy Title: | | | | | | |
| Location: | | | | | | | | | | | | | | Salary Band: | | | | | | |
| Hiring Manager: | | | | | | | | | | | | | | Recruiter: | | | | | | |
| Cost Centre: | | | | | | | | | | | | | | Job Code: | | | | | | |
| HR APPROVALS | | | | | | | | | | | | | | | | | | | | |
| HR Manager – Sign and Print Name | | | | | | | | | | | | | | Dated: | | | | | | |
| Hire Date: | | | | | | | | | | | | | | Start Date: | | | | | | |
| New Employee ID: | | | | | | | | | | | | | | Location: | | | | | | |
| Payroll Department: | | | | | | | | | | | | | | Sent to Payroll: | | | | | | |