

EMBAIXADA DO BRASIL EM RIADE

**SELECTION PROCESS FOR ADMINISTRATIVE ASSISTANT**

**Application Form – Notice nº 01/2023**

I wish to apply for the job of Administrative Assistant (Administration / Consular Services)

|  |  |
| --- | --- |
| Full Name: |  |
| Date and place of birth: |  |
| Nationality(ies): |  |
| Home addressl: |  |
| Phone numbe(s): |  |
| E-mail: |  |

**I hereby declare that:**

1. I do not occupy a public job or position in Brazil.
2. I am aware that the job for which I am applying does not correspond to employment in the Brazilian civil service or public employment within the terms of the Brazilian Law.
3. I am aware that, if selected for the position, my admission will de conditional to the presentation of the documents required in the Notice Nr. 01/2022 and that I am personally responsible for any costs incurred in the preparation of such documents.
4. I have read and accept the terms and conditions established in the Notice Nr. 01/2023.

Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexes:**

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| --- |
| ( ) *currículo vitae* |
| ( ) copy of valid ID |
| ( ) For non-Saudi applicants: proof of regular residence status (such as valid iqama) and legal permission to perform paid work in Saudi Arabia |
| ( ) recommendation/reference letter (s) |
| ( ) other pertinent documents |
| Total nr. Of documents presented: |

The full documentation must be forwarded to: **brasembksa.adm@gmail.com**

**Embaixada do Brasil em Riade**

Comissão de Seleção

3 Dareen Street

P.O.Box 94348

Riyadh 11693

Saudi Arabia

website: **http://riade.itamaraty.gov.br**

email: **brasembksa.adm@gmail.com**