



EUROPEAN ASSOCIATION FOR HIGHER EDUCATION ADVANCEMENT

Document 5:
ACADEMIC / ADMINISTRATIVE PERSONNEL FORM

POLICY REQUIREMENTS

- a) Institutions must document that they employ administrative and instructional staff who possess the appropriate educational background and/or experience to fulfill the duties of their assigned positions.
- b) An institution must document the training and experience of all its academic/administrative staff by completing this form, and attaching their resumes and passport/id card copies.

SECTION I

Organization Name: _____

Name of Employee: _____

Title/Position: _____/_____

Email Address: _____

Date Employed: ____/____/____ (day/month/year)

Location of Work: _____

Graduation Degree: _____

Check the Best Appropriate Box:

☐ Full-Time	☐ Part-Time	☐ Other (below)
☐ Hourly	☐ Salaried	_____

SECTION II

Please confirm that you have attached the following documents to this form:

☐ Resume/CV (PDF Only)	☐ Passport/ID Card Copy (PDF or Image)
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SECTION III

Signature Date: ____/____/____ (day/month/year)

Employee Signature: _____

(If you are filling out the form digitally, enter your full name as a signature.)