

Human Resources Department

A list of necessary documents for hiring of local faculty/staff

The following package of documents should be provided to HR Office:

1. Application form approved by VP/COO
2. CV (English, Russian), should be attached to Application
3. Lichniy listok (available at HR web page or at SSC office)
4. Reference letters from prior workplaces
5. Copy of passport
6. Copy of diploma
7. Copies of certificates (if any)
8. 2 colored photos (3x4)
9. Copy of Military ID (военный билет)
10. Labor-book (for full-time faculty and staff only)
11. Medical book (room T -10, Medical Office) (should pass blood test for syphilis and X-ray at Polyclinic # 15 and get a stamp in the medical book (допуск к работе) at room # 37).
12. If PTE only in AUCA, he should provide, If PTE has medical book, he should provide with copy of it.)
13. Universal ID and Bank Card (RFID applications are available at room 244 Shared Service Center)

A list of necessary documents for hiring of international faculty/staff

The following package of documents should be provided to HR Office:

1. Application form (available at HR web page) approved by President AUCA
2. CV, should be attached to Application
3. Reference letters from prior workplaces
4. Copy of passport
5. Copy of diploma
6. Copies of certificates (if any)
7. Colored Photos 8 pieces 3*4 cm
8. Medical book (room T -10, Medical Office) (should pass blood test for syphilis and X-ray at Polyclinic # 15 and get a stamp in the medical book (допуск к работе) at room # 37, Office Managers should assist in passing all tests).
9. Universal ID and Bank Card (RFID applications are available at room 244 Shared Service Center)