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| Azərbaycan Respublikası Nazirlər Kabinetinin  2014-cü il 7 fevral Tarixli 40 nömrəli qərarı ilə  **təsdiq edilmişdir**  **4 nömrəli əlavə** |

**Azərbaycan Respublikasının ərazisində haqqı ödənilən əmək fəaliyyəti ilə məşğul olmaq üçün əcnəbilərə və vətəndaşlığı olmayan şəxslərə iş icazəsinin verilməsi (müddətin uzadılması) üçün**

**Ərizə-anket**

**Application form**

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| Xahiş edirəm, işə qəbul etmək istədiyim əcnəbiyə və ya vətəndaşlığı olmayan şəxsə Azərbaycan Respublikasının ərazisində haqqı ödənilən əmək fəaliyyətini həyata keçirməsi üçün iş icazəsinin alınmasına və ya müddətinin uzadılmasına dair müraciətimə baxasınız.  *(Hereby I am asking you to consider my application on obtaining or extension of work permit for carrying out paid labor activity in the territory of the Republic of Azerbaijan for foreigner or stateless person whom I want to employ)* |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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İşə qəbul etmək istədiyim əcnəbiyə və ya vətəndaşlığı olmayan şəxsə dair  *(Information about foreigners or stateless persons whom I want to employ)* | | | | | | | | | | | | | | | | | | | | | 1.1. soyadı, adı və atasının adı  *(surname, name and patronymic)* | | | | | | | | | | | |  | | | | | | | | | 1.2. soyadı və ya adı dəyişibsə, dəyişdirilmənin səbəbləri, habelə istifadə dövrü  *(if surname or name has been changed, reasons for its change, as well as its period of use)* | | | | | | | | | | | | | | | | | | | | | 1.2.1. əvvəlki soyadı və ya adı  *(previous surname or name)* | | | | | | 1.2.2. istifadə dövrü  *(period of use)* | | | | | | 1.2.3. dəyişdirilmənin səbəbləri  *(reasons for change)* | | | | | | | | |  | | | | | |  | | | | | |  | | | | | | | | | 1.3. doğulduğu tarix (gün, ay, il)  *(date of birth (day, month, year)* | | | | | | | | | | | | | | | |  | | | | | 1.4. doğulduğu yer  *(place of birth)* | | | | | | | | | | | | | | | |  | | | | | 1.5. milliyyəti  *(nationality)* | | | | | | | | | | | | | | | |  | | | | | 1.6. cinsi  *(sex)* | | | | | | | | | | | | | | | |  | | | | | 1.7. ailə vəziyyəti (nikahda, dul, subay)  *(marital status (married, widowed, single)* | | | | | | | | | | | | | | | |  | | | | | 1.8. vətəndaşlıq mənsubiyyəti  *(citizenship)* | | | | | | | | | | | | | | | |  | | | | | 1.9. pasportunun və ya digər sərhədkeçmə sənədinin  *(passport or other border crossing document)* | | | | | | 1.9.1 növü  *(type)* | | | | | | | | | |  | | | | | 1.9.2. seriyası və nömrəsi  *(series, number)* | | | | | | | | | |  | | | | | 1.9.3. verilmə tarixi (gün, ay, il)  *(date of issue (day, month, year)* | | | | | | | | | |  | | | | | 1.9.4. etibarlılıq müddəti (gün, ay, il)  *(date of expiry (day, month, year)* | | | | | | | | | |  | | | | | 1.10. ölkədə olmasına əsas:  *(grounds for staying in the country)* | | | | | | | | | | | | | | | | | | | | | 1.10.1. viza üzrə  *(upon visa)* | | | | | | 1.10.1.1. seriyası və nömrəsi  *(series, number)* | | | | | | | | | |  | | | | | 1.10.1.2 verilmə tarixi (gün, ay, il)  *(date of issue (day, month, year)* | | | | | | | | | |  | | | | | 1.10.1.3. etibarlılıq müddəti (gün, ay, il)  *(date of expiry (day, month, year)* | | | | | | | | | |  | | | | | 1.10.1.4. ölkədə qalma müddəti  *(staying period in the country* | | | | | | | | | |  | | | | | 1.10.2. viza tələb olunmayan qaydada  *(under visa-free regime)* | | | | | | 1.10.2.1. ölkəyə gəldiyi vaxt (gün, ay, il)  *(arriving date in the country) (day, month, year)* | | | | | | | | | |  | | | | | 1.10.3. əcnəbilərin və vətəndaşlığı olmayan şəxslərin Azərbaycan Respublikasının ərazisində müvəqqəti olma müddətinin uzadılması haqqında qərar üzrə  *(decision on extension of temporary-staying period of foreigners and stateless persons in the territory of the Republic of Azerbaijan)* | | | | | | 1.10.3.1. seriyası və nömrəsi  *(series, number)* | | | | | | | | | |  | | | | | 1.10.3.2 verilmə tarixi (gün, ay, il)  *(date of issue (day, month, year)* | | | | | | | | | |  | | | | | 1.10.3.3. etibarlılıq müddəti (gün, ay, il)  *(date of expiry (day, month, year)* | | | | | | | | | |  | | | | | 1.10.4. Azərbaycan Respublikasının ərazisində müvəqqəti yaşamaq üçün icazə vəsiqəsi üzrə  *(permission card for temporary residence in the territory of the Republic of Azerbaijan)* | | | | | | 1.10.4.1 seriyası və nömrəsi  *(series, number)* | | | | | | | | | |  | | | | | 1.10.4.2. verilmə tarixi (gün, ay, il)  *(date of issue (day, month, year)* | | | | | | | | | |  | | | | | 1.10.4.3. etibarlılıq müddəti (gün, ay, il)  *(date of expiry (day, month, year)* | | | | | | | | | |  | | | | | 1.11. təhsili  *(education)* | | | | | | | | | | | | | | | | | | | | | 1.11.1. təhsil pilləsi  *(degree)* | 1.11.2. təhsil üzrə ixtisası  *(qualification)* | | | | 1.11.3. təhsil aldığı dövr  *(period of study)* | | | 1.11.4. təhsil müəssisəsinin adı  *(name of educational establishment)* | | | | | | | | | 1.11.5. təhsil müəssisəsinin ünvanı  *(address of educational establishment)* | | | |  |  | | | |  | | |  | | | | | | | | |  | | | | 1.12. son beş ildəki fəaliyyəti  *(activity in the last 5 years)*  **Qeyd.** Bu hissəni doldurarkən, idarə, müəssisə və təşkilatların adları işlədiyiniz dövrdə adlandığı kimi göstərilməlidir.  ***(Note.*** *Please indicate previous names of entities, institutions and organizations as called during your employment.)* | | | | | | | | | | | | | | | | | | | | | 1.12.1. nə vaxt (başlanğıc və bitmə tarixi)  *(when (from-to)* | | | 12.2. hansı vəzifədə  *(position)* | | | | | | 12.3. iş yerinin adı  *(name of work place)* | | | | | | 1.12.4. iş yerinin ünvanı  *(address of work place)* | | | | | |  | | |  | | | | | |  | | | | | |  | | | | | | 1.13. işləyəcəyi vəzifə  *(intended position)* | | | | | | |  | | | | | | | | | | | | | | 1.14. işləyəcəyi yerin ünvanı  *(address of intended work place)* | | | | | | |  | | | | | | | | | | | | | | 1.15. yaşadığı ünvan  *(residential address)* | | | | | | |  | | | | | | | | | | | | | | 2. İşəgötürən  *(Employer)* | | | | | | | | | | | | | | | | | | | | | 2.1. hüquqi şəxsdir (və ya xarici hüquqi şəxsin filial və ya nümayəndəliyidir)  *(juridical person (or branch and representation of foreign juridical person)* | | | | | 2.1.1. adı  *(name)* | | | | | | | | | | |  | | | | | 2.1.2. ünvanı  *(address)* | | | | | | | | | | |  | | | | | 2.1.3. əcnəbi və ya vətəndaşlığı olmayan şəxs olan işçilərinin sayı  *(number of employed foreigners or stateless persons)* | | | | | | | | | | |  | | | | | 2.1.4. VÖEN (qeyri-kommersiya hüquqi şəxsləri üçün qeydiyyat nömrəsi)  *(TIN (registration number for non-commercial juridical persons)* | | | | | | | | | | |  | | | | | 2.1.5. telefon nömrəsi  *(phone number)* | | | | | | | | | | |  | | | | | 2.1.6. elektron poçt ünvanı  *(e-mail address)* | | | | | | | | | | |  | | | | | 2.2. fiziki şəxsdir  *(physical person)* | | | | | 2.2.1. soyadı, adı və atasının adı  *(surname, name and patronymic)* | | | | | | | | | | |  | | | | | 2.2.2. şəxsiyyəti təsdiq edən sənədin seriyası və nömrəsi  *(series and number of identification document)* | | | | | | | | | | |  | | | | | 2.2.3. əcnəbi və ya vətəndaşlığı olmayan şəxs olan işçilərinin sayı  *(number of employed foreigners or stateless persons)* | | | | | | | | | | |  | | | | | 2.2.4. VÖEN  *(Taxpayer Identification Number (TIN)* | | | | | | | | | | |  | | | | | 2.2.5. telefon nömrəsi (ev, iş, mobil)  *(phone number (home, work, mobile)* | | | | | | | | | | |  | | | | | 2.2.6. elektron poçt ünvanı  *(e-mail address)* | | | | | | | | | | |  | | | | | 2.3. fəaliyyət sahəsi  *(activity area)* | | | | |  | | | | | | | | | | | | | | | | 3. İş icazəsi tələb olunan müddət  *(Intended period for work permit)* | | | | |  | | | | | | | | | | | | | | | | *3-1. Hazırkı müraciətinizə baxılması üçün seçdiyiniz müddət (müraciətin nəticəsinin vaxtında əldə olunmaması seçilmiş müddətə görə ödənilməsi nəzərdə tutulan dövlət rüsumunun məbləğinə təsir göstərmir)*  *(Period selected for consideration of your current application (failure to obtain the outcome of the application in time does not affect the amount of the state fee to be paid for the selected period)* | | | | | | | | | | *10 (on)*  *iş günü*  *(10 (ten) working days)*   | | | *15 (on beş)*  *iş günü*  *(15 (fifteen) working days)*   | | | | | *20 (iyirmi)*  *iş günü*  *(20 (twenty) working days)*   | | | 4. Müraciət işəgötürənin qanunvericiliyə müvafiq nümayəndəsi tərəfindən edilərsə, onun:  *(In case the application submitted by legal representative: Information about him/her:)* | | | | | | | | | | | | | | | | | | | | | 4.1. soyadı, adı və atasının adı  *(surname, name and patronymic)* | | 4.2. doğum tarixi və yeri  *(date and place of birth)* | | 4.3. milliyyəti  *(nationality)* | | | | 4.4. vətəndaşlığı  *(citizenship)* | | | 4.5. yaşadığı ünvan  *(residential address)* | | | 4.6. şəxsiyyəti təsdiq edən sənədin seriyası və nömrəsi  *(series and number of identification document)* | | | | | 4.7. telefon nömrəsi (ev, iş, mobil)  *(phone number (home, work, mobile)* | |  | |  | |  | | | |  | | |  | | |  | | | | |  | | 5. Ərizəyə əlavə edilən sənədləri sadalayın  *(List of attached documents)* | | | | | | | |  | | | | | | | | | | | | | 6. **Mən xəbərdar edilmişəm ki**, əmək müqaviləsi vaxtından əvvəl pozulduqda, bu barədə 5 iş günü ərzində Azərbaycan Respublikasının Dövlət Miqrasiya Xidmətinə məlumat verməməyə, Azərbaycan Respublikasının ərazisində iş və yaşama hüququ verən sənədlərin rəsmiləşdirilməsi qaydalarını pozduğuma görə inzibati məsuliyyət daşıyacağam  ***(****I have been warned: in case labor contract is prematurely terminated I will be liable for not informing the State Migration Service of the Republic of Azerbaijan about the case within 5 business days, as well as for violating rules on issuance of documents entitling to work and reside in the territory of the Republic of Azerbaijan)* | | | | | | | | | | | | | | | | | | | | | 7. Əlavə qeydlər  *(Additional notes)* | | | | | | | | | | | | | | | | | | | | |

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| **Xidməti qeydlər (sənədləri qəbul edən orqan tərəfindən doldurulur)**  ***(Official notes (for official use only)***  Ərizə-anketi və orada göstərilmiş sənədləri qəbul etdi, ərizə-anketin düzgün doldurulmasını yoxladı  *(Application form and the attached documents received by and accuracy of filling out of the application form checked by)*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *sənədləri qəbul etmiş əməkdaşın soyadı, adı, imzası*  *(official's surname, name, signature)*  «\_\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_ il |