

## Employment Website

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## Application Process

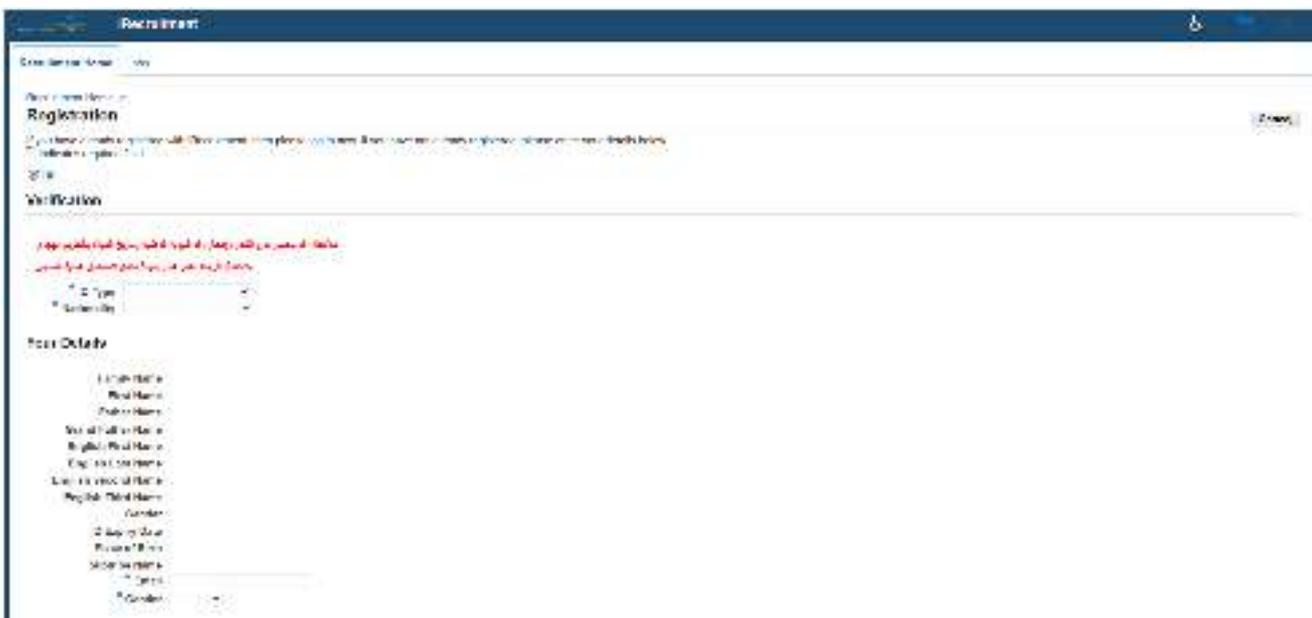
### 1. Register on the Ministry of Health Recruitment Platform:

#### a. Create an account on the Employment platform by visiting the homepage at [moh.gov.sa](http://moh.gov.sa)

[Recruitment Platform](#) and clicking on “Register Today”. If you have already created an account, simply enter your **email** and **password**, then click “Login”.



b. When registering for the first time, you will be prompted to fill in the required fields displayed on the screen. Enter the information and click “Verify”.





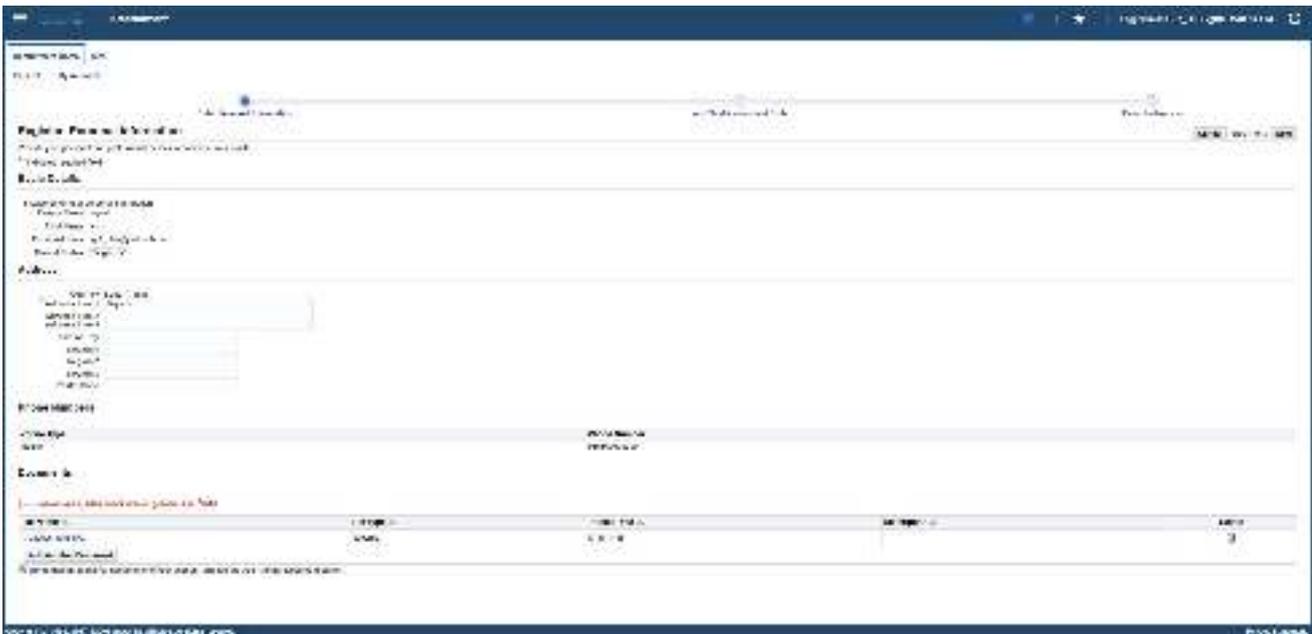
## 2. Create Account

Next, upload the correct documents and attachments to ensure your job application is submitted properly. To do so, please observe the following guidelines:

- Attach your CV in one of the following formats: PDF, DOC, or JPG. The file size must not exceed 3 MB.
- Attach academic qualifications and the Saudi Commission for Health Specialties (SCFHS) classification, if applicable.
- Work experience should be listed in chronological order, with start and end dates matching the detailed statement from the General Organization for Social Insurance (GOSI). Each employer must be listed separately.

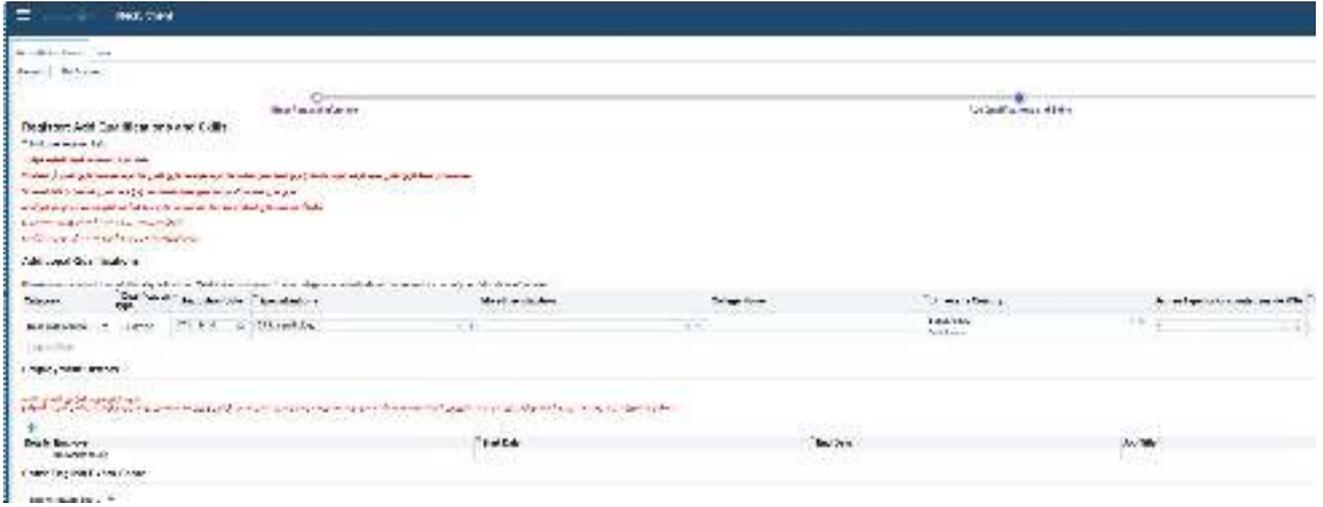
### A. Personal Information

1. Personal information must be verified and entered accurately.



## b. Qualifications and Skills

Skills and Qualifications must be verified and entered accurately.



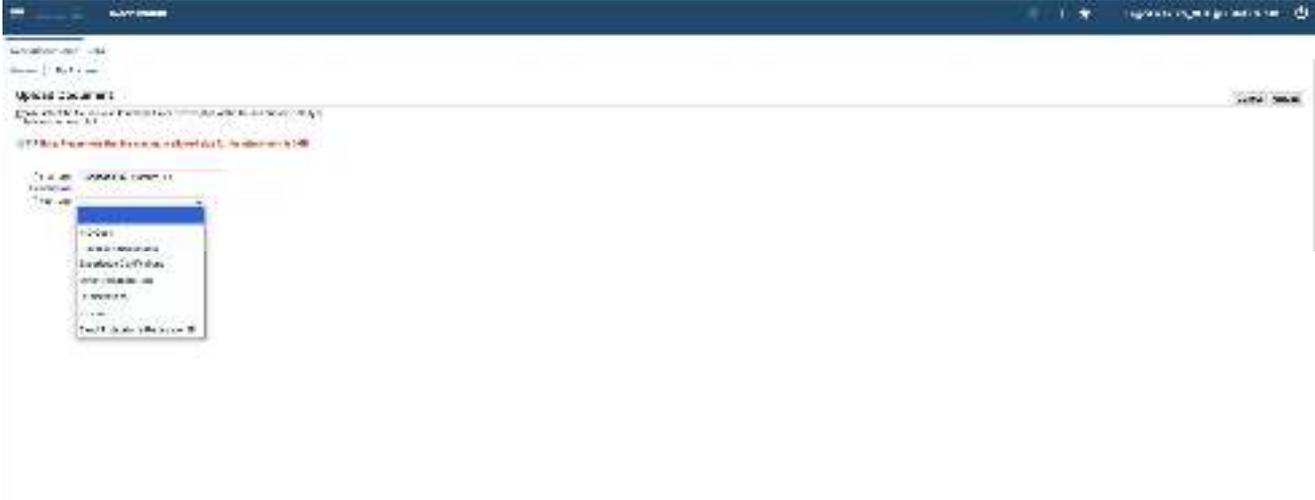
The screenshot shows a web interface for entering qualifications. It includes a header with the user's name 'Dr. Abdulrahman Al-Fayez' and a navigation menu. The main content area contains a form with several sections: 'Personal Information', 'Qualification Details', and 'Work Experience'. The 'Qualification Details' section has a table with columns for 'Qualification Name', 'Major', 'Graduation Year', 'Country of Graduation', 'GPA', and 'SCFHS Classification'. Below the table, there are buttons for 'Add Another Document', 'Save', and 'Cancel'.

### Mandatory Inputs for Graduates Within the Kingdom:

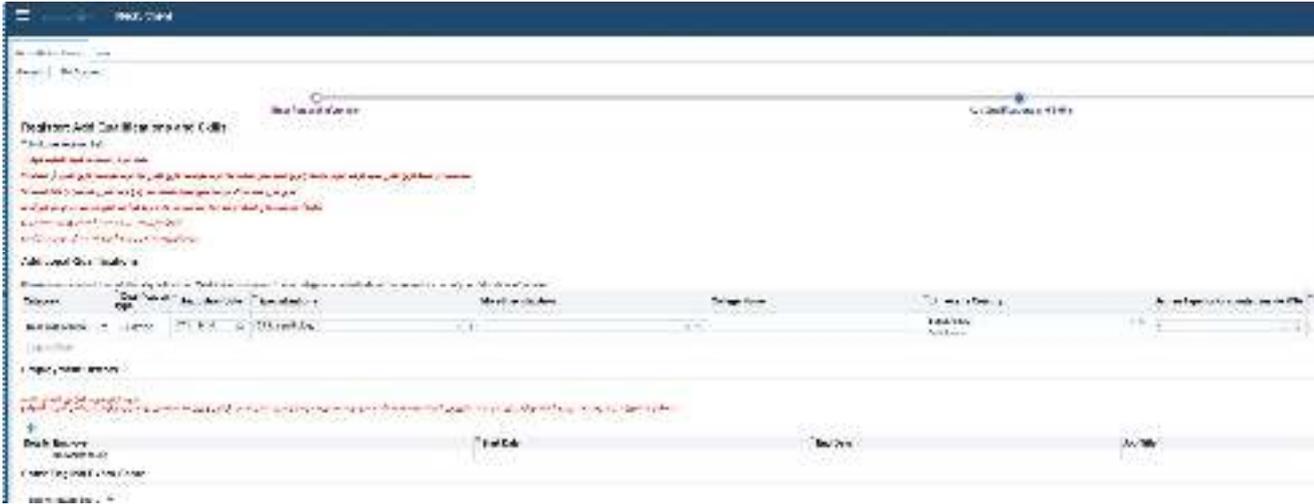
1. The qualification must be attached, and its details entered on the platform, including: type of qualification, major, graduation year, country of graduation, and GPA.
2. The SCFHS classification must be attached.
3. Work experience must be uploaded, including the GOSI wage statement and work certificate, based on acquired experience. Entries should be listed from the earliest to the most recent date.

### Mandatory Inputs for Graduates Outside the Kingdom:

1. The qualification must be attached, and its details entered on the platform, including: type of qualification, major, graduation year, country of graduation, cumulative GPA, and GPA scale.
2. The academic transcript must be attached.
3. The GPA scale must be attached. If unavailable, it can be obtained by registering on the Jadarat platform
4. By clicking "Add Another Document", you can upload all the required documents.
5. Each file must be named appropriately to reflect its content. For example, when selecting "Qualification Document" as the file type, a corresponding copy of the qualification should be attached.



- You must enter the required qualification details, which include the type of qualification, graduation date, name of the institution, and country of graduation.



The screenshot shows a web application interface for adding a new qualification. The form contains the following fields:

- Name
- Qualification Type
- Graduation Date
- Institution Name
- Country

Below the form, there is a table with the following columns:

Name	Qualification Type	Graduation Date	Institution Name	Country

- Graduates from outside the Kingdom must enter the full GPA scale.

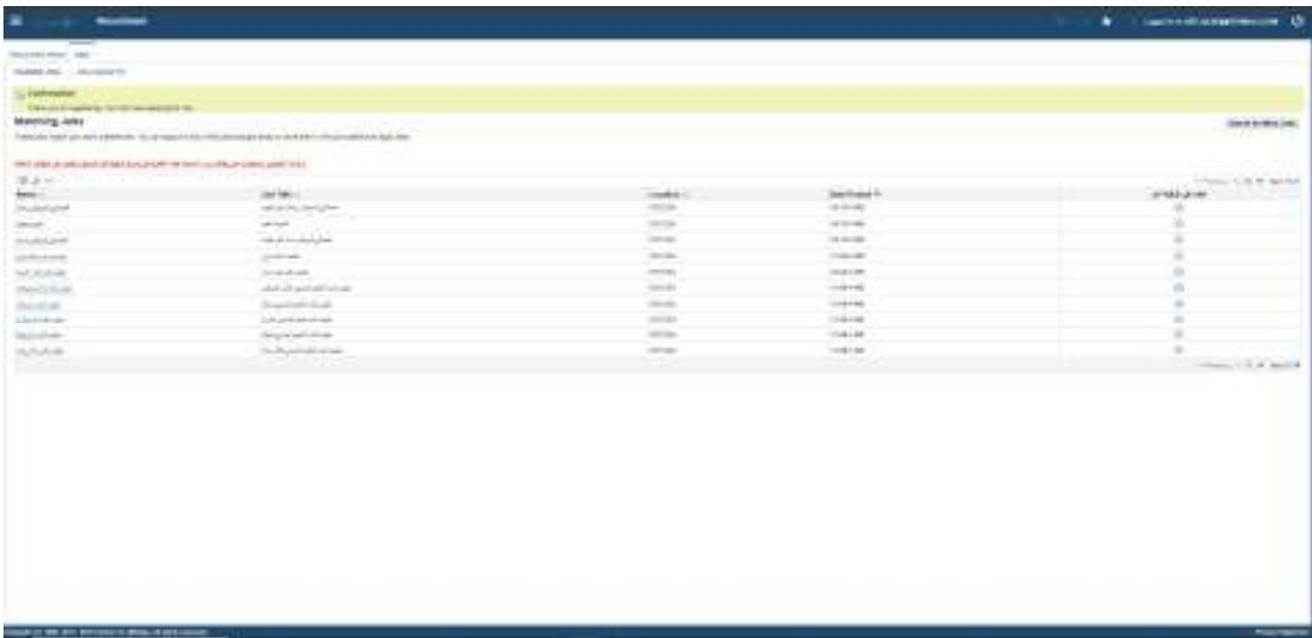
## C. Experiences

All work experience must be added, adhering to the dates recorded in the Social Insurance system, and a work certificate must be attached for each experience. Please list experiences in chronological order from the oldest to the most recent. If you are currently employed, enter the date you submitted your job application on the platform as the end date of the experience.

### 3. Application for Job Announcement

After filling in the previous fields, click on the “Jobs” tab, then select “Available Jobs,” choose the job announcement date, and click “Go”.

The available job postings based on your selection will appear. Then, click “Apply for the Job Now”.



The screenshot shows a web interface with a table of job announcements. The table has columns for job title, location, and dates. The text is in Arabic.

Job Title	Location	Start Date	End Date	Apply
موظف	الرياض	2023-01-01	2023-12-31	Apply
موظف	الرياض	2023-01-01	2023-12-31	Apply
موظف	الرياض	2023-01-01	2023-12-31	Apply
موظف	الرياض	2023-01-01	2023-12-31	Apply
موظف	الرياض	2023-01-01	2023-12-31	Apply
موظف	الرياض	2023-01-01	2023-12-31	Apply
موظف	الرياض	2023-01-01	2023-12-31	Apply
موظف	الرياض	2023-01-01	2023-12-31	Apply
موظف	الرياض	2023-01-01	2023-12-31	Apply
موظف	الرياض	2023-01-01	2023-12-31	Apply

You must review the previous information and ensure its accuracy before clicking “Next”.



The screenshot shows the 'Review Application' page in the Mawared system. It contains several sections for reviewing application details:

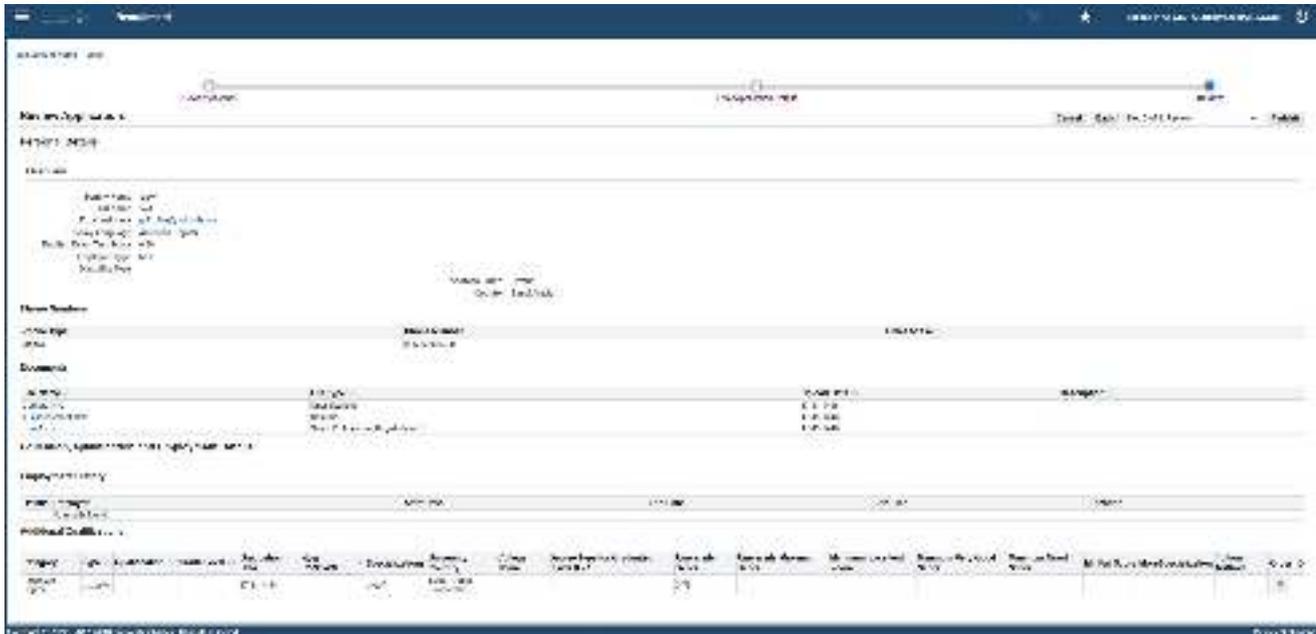
- Personal Details:** Includes fields for Name, ID Number, and other personal information.
- Job Details:** Shows the selected job title and location.
- Employment History:** A table listing previous jobs with columns for Job Title, Start Date, End Date, and Location.
- Additional Information:** A table for providing further details about the applicant.

## 4. Preferred Work Locations

The applicants should enter their preferred job locations, ensuring all available preferences are added, as preferences cannot be modified after the application is submitted.

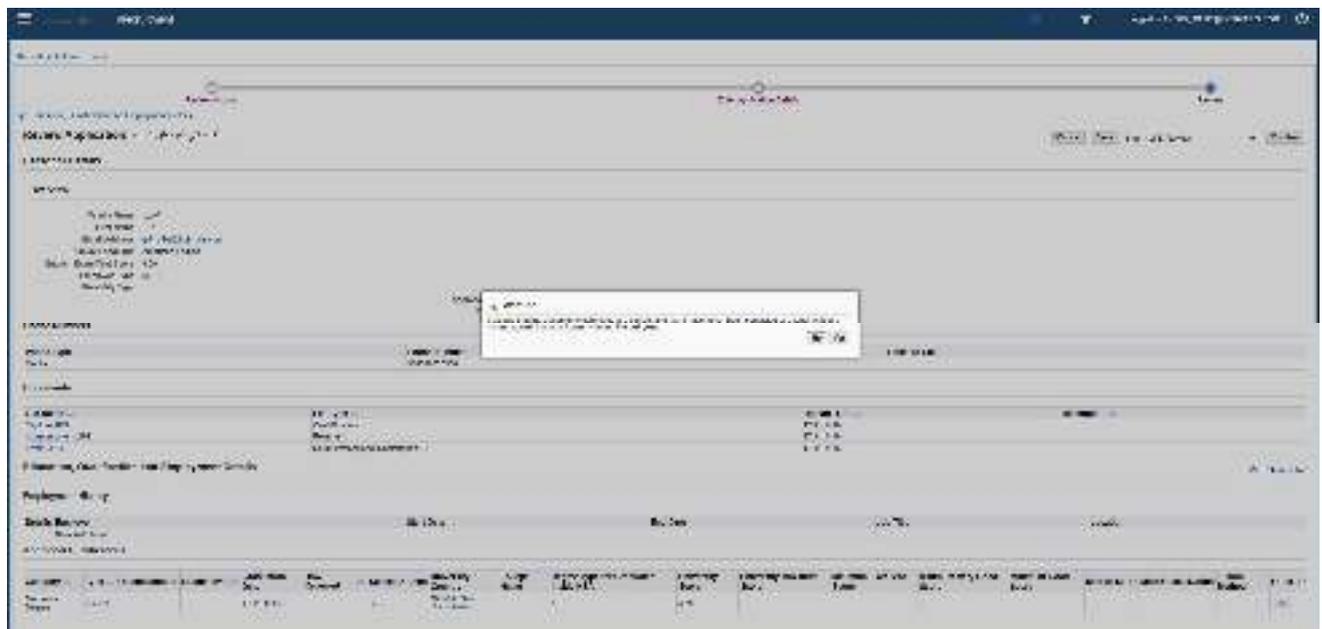
The screenshot shows a web application interface for MAWARED. The page title is 'Application: Other info' (التفاصيل الأخرى). The interface includes a 'Priority Step' section with a table for 'Work Location' (موقع العمل). The table has columns for 'Work Location' (موقع العمل), 'Priority' (الأولوية), and 'Status' (الحالة). Below the table, there is a red error message: 'لا يمكن إضافة مواقع العمل المفضلة بعد تقديم الطلب' (Cannot add preferred work locations after submitting the application). The page also features navigation buttons for 'Previous Step' and 'Next Step'.

Then proceed to the final step to confirm the application.



## 5. Application Confirmation and Declaration

It is recommended to carefully review your information before confirming the application, to avoid disqualification due to any errors or missing information.



Once you confirm the statement of good conduct and click **Confirm**, your registration process will be complete. Congratulations!

## General Conditions Before Confirming and Submitting the Application

Applicants should carefully consider the following points before confirming and submitting their application:

- Record the graduation date exactly as stated on the graduation certificate.
- Work experiences must be documented with a Social Insurance “Contribution and Wage Statement,” or be in an official government job, or match the title of the applied position.
- If the applicant has previous work experience, the employment dates must align with those in the social insurance records (start and end dates). A separate “Contribution and Wage Statement” and a job confirmation letter must be provided for each experience, including the job title and proof of the establishment’s registration under the applicant’s social insurance.
- If the work experience is discontinuous, each employment period must be entered separately, even if it was with the same organization.
- Do not include “SANED” periods that are not listed in the insurance records.
- Ensure the accuracy of the GPA, maximum GPA, and GPA scale for degrees obtained from outside the Kingdom and attach the supporting documents.
- Confirm the type of GPA scale used for degrees obtained within the Kingdom (e.g., out of 4, 5, or 100).

## Application Follow-up

The applicant can check the status of their application by clicking on the “Jobs” tab, then selecting “Jobs Applied for.”



The screenshot displays the MAWARED ERP system interface. At the top, there is a navigation bar with the text 'الموارد' and 'Enterprise Resource Planning'. Below this, there is a search bar and a list of items. The main content area shows a table with the following columns: 'Name', 'Job Title', 'Department', 'Location', 'Status', 'Health Status', and 'Details'. The table contains one row of data. On the right side of the table, there is a 'Details' button and a dropdown menu with options: 'Add', 'Edit', 'Delete', and 'Print'.

Name	Job Title	Department	Location	Status	Health Status	Details
...	...	...	...	...	...	Details

## Withdraw Application

If the applicant wishes to withdraw a previous application and make changes to the attachments, they can do so by clicking on the “Jobs” tab, then “Applied Jobs,” followed by “Job Application Details,” and selecting the option “Withdraw Application.”

You must enter the reason for withdrawing the application, then click “Submit”.



