**List of
documents for first-time applicants
(not working at the university and working at the university as dual jobholders):**

1. Application t addressed to the chairman of the competition commission;
2. Personal list of personnel records;
3. CV;
4. Copies of diplomas of higher education, academic and scientific degree,

certificate of academic rank and originals for verification;

5. Copies of certificates of retraining and advanced training (if available) (for

the last five years) and originals for verification;

6. List of scientific works and inventions (if available);

7. Medical certificate form No. 086, approved by order of the acting Minister of Health of the Republic of Kazakhstan dated November 23, 2010, No. 907 (registered in the Enrolment of state registration of regulatory legal acts under No. 6697);

8. Certificate of availability or absence of information on records, issued by the Committee of legal statistics, and special record of the General Prosecutor's Office of the Republic of Kazakhstan on the commission of a criminal offense by a person;

9. Certificate of a narcological organization that the participant of the competition is not registered according to the form according to Appendix 1 to the standard of the state service "Issue of a certificate from a narcological organization", approved by order of the Minister of Health and Social Development of the Republic of Kazakhstan dated April 27, 2015, No. 272 ​​(registered in the Enrolment of state registration of regulatory legal acts under No. 11304) (hereinafter referred to as Order No. 272);

10. A certificate from a psychoneurologicalorganization stating that the competitor is not registeredaccording to the form according to Appendix 1 to the standard of the state service "Issue of a certificate from a psychoneurological organization" approved by Order No. 272.

11. The characteristics of the last place of work.

 ***The participant has the right to submit additional information regarding his education, work experience, professional level (list of scientific publications, recommendations from the management of the previous place of work, etc.).***

**List of
documents for persons working at the university
in full-time positions of faculty:**

1. Application t addressed to the chairman of the competition commission;
2. Personal list of personnel records;
3.CV;
4. Copies of diplomas of higher education, academic and scientific degrees, a document about the academic title and originals for verification;
5. Recommendation of the department;
6. List of scientific works and inventions (if available);
7. Copies of certificates of retraining and advanced training (if available), (for the last five years) and originals for verification;

***The participant has the right to submit additional information regarding her/his education, work experience, professional level (list of scientific publications, recommendations from the management of the previous place of work, etc.).***