

Global Job Checklist

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Essential document and compliance checklist for international job seekers. Prepare your file set before applying to global employers and relocating abroad.

Identity, Education & References

- Valid passport (minimum 6–12 months validity)
- Biometric photographs (as per target country specs)
- Updated CV in PDF format (ATS optimized)
- Degree transcripts and certificates; equivalency reports (e.g., WES)
- Professional memberships/certifications (PMI, ISACA, AWS, IELTS/OET, etc.)
- Two references with official email addresses and phone numbers

Regulatory & Role-Specific

- Work visa/permit evidence (UAE Employment Visa, KSA Iqama/Qiwa, EU Blue Card, USCIS/IRCC/AU, etc.)
- Police clearance / background check (country specific)
- Medical fitness certificate where applicable; proof of insurance
- Healthcare/Education: licensing & registration (e.g., DHA, MOH, GMC, NMC, etc.)

■■ Tip: Keep scanned PDFs of all documents in a secure cloud folder. Always verify employer authenticity and avoid paying any fees to secure a job.