

Thank you for the interest on our JEMS Company Jobs offer, and once you filled & signed send back to us through your own e-mail, we will reply & call you for further interview.

Name:		Date:		
Address:				
City:		State:		
Zip:		Nationality:		
Gender:		Qualification:		
DOB:	Age:	National ID No:		
Marital Status:		Mob No:		
Language Known:		E-mail ID:		
Job Applying For:		Passport No:		
Experience:	Fresher:	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Contract <input type="checkbox"/>
Are you now employed?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If not, how long since leaving last employment?				
Where did you hear about our job offer and recruitment announcement?				
<p><b>FIRST READ CAREFULLY, &amp; SIGN, IF YOU ARE ELIGIBLE TO WORK ACCORDINGLY</b></p> <ol style="list-style-type: none"> <li>I ..... thoroughly i read, understand, agreed and accepted the M/s: JEMS Company's Employment agreement.</li> <li>I am ready to submit my all original qualification certificates to JEMS company's guarantee purposes until i work with M/s. JEMS Company.</li> <li>I understand &amp; agreed that the probationary period may be extended an additional 6 to 12 months depends on my interpersonal skills, language communications skills, quick learning skills &amp; observing ability, office, works site supervising, managing skills whatever my occupation after.</li> <li>I authorize you to make assure, verify, clarify and inquire about my personal, carrier employment, financial or medical history and other related matters as may necessary in arriving at an employment decision.</li> </ol>				
Signature: ..		Date: ..		

## Instructions

- 1 Answer all questions on this Application neatly, fully & honestly
- 2 Sign & date the Application
- 3 Submit together with a copy of mentioned ID proofs, current address proofs copies
- 4 **Note: Incomplete application will not be processed & considered to interview**

## Employment History (Start with current or most recent position)

Employer	Date	Position Held	Reason for Leaving
	From:		
	To:		
	From:		
	To:		
	From:		
	To:		

## Educational Records

Highest level of Education obtained: 'D'/'B'/'M' Degree / Attended School / Year of Passing

Establishment of conduct/training attended (if applicable) and date of graduation

## Requirement Criteria-1

In compliance with M/s: JEMS employment opportunities, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected group status

Do you know typing?	English	Arabic
If yes, what is your typing speed per minute	wpm	
Do you know computer basics MS offices operations?		
Types of computers, software, and other equipment you are qualified to operate:		
Do you know Computer utilization, application, repair maintenance, software hardware installation while in your office duties or personal?		
Do you know computer operation system (OS) Installation?		
Do you know basic Run Command Operations?		
Internet surfing and E-mail communication & correspondence message composing?		

## Recruitment Criteria-2

IT Software & Hardware Skills	Expert (90-100%)	Good skills (70-90%)	Average skills (40-70%)	Not skilled Below 40%
Word				
Excel				
PowerPoint				
Paint				
Adobe PDF				
Graphic Design				
Photoshop and Illustrator				
Quark and InDesign				
Dreamweaver				
HTML, CSS, JSON				
AutoCAD/ ProE				
MATLAB/ Lab view				
Software Installation				
System Control Panel Setting				
System network sharing				
Team Viewer Access & Operation				
Scanner, Printer, Fax Settings, Access & Operation				
System Folder Organization				
Reduce size of photo/file in Paint, Photoshop, Pdf				
CCTV Login & Access Skills				
Audio/Video Editing, Cutting, Pasting				
Photographic				
Skype Settings & Access				
Manpower Supervising Skills				
Daily Voucher Maintenance				
Please list any other relevant software packages that you have good or expert skills in (for example CRM systems)				

## Recruitment Criteria-3

Advertising & Marketing skills	Expert (90-100%)	Good skills (70-90%)	Average skills (40-70%)	Not skilled Below 40%
Telephone marketing				
Email marketing				
Social media marketing				
Other online/digital marketing, such as sms, apps				
Sales/client management including meetings and pitches				
Our Companies Website Management				
Bulk mail settings & sending				
Any knowledge B2B sites Registration				
Business Classifieds Registration				
Newsletter Registration				
Advertisement Posting Skills				
Advertising including concept creation, making or accepting briefs and campaign planning				
Copywriting				
Direct marketing, including lists and databases collection from internet				
Writing marketing plans/strategies				
Market study, survey, research				
Project management				
Events management				
Media buying/scheduling				

## Recruitment Criteria-4

How many languages do you know well?	Speak		Read	Write
Could you speak English with grammar cum vocabulary?	25%	50%	75%	100%
Are you ready to do inbound/outbound marketing?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Have you ever been work as Office Staff/secretary?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Do you know bike or car driving?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Do you have a valid driving license for car ?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If yes which type of license held?	Two Wheeler		Four Wheeler	
How many years you have been driving experience?				
What type of vehicle you can drive?				
Do you have a vehicle of your own in your country?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Have you ever been convicted of an any offences?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Do you have any physical limitation that we should be aware of that? such Hi/Low BP/Sugar				
Have you ever had any serious illness or surgery?				
What is your expected salary?				
Could you achieve & reach assigned business data internet upload download target and tasks?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
After training if you unable to achieve the assigned target what would be your answer, reason?				

## Required Document Copies

Resume	Yes <input type="checkbox"/>	Identity Cards	Yes <input type="checkbox"/>
Driving License	Yes <input type="checkbox"/>	Present Address Proofs	Yes <input type="checkbox"/>
Passport	Yes <input type="checkbox"/>	Current Photograph	Yes <input type="checkbox"/>
Bank Passport	Yes <input type="checkbox"/>	Transfer Certificate	Yes <input type="checkbox"/>
UG/PG/Diploma Degree Certificates	Yes <input type="checkbox"/>	Experience Certificate	Yes <input type="checkbox"/>
Family Member Contact Numbers	Yes <input type="checkbox"/>	Medical Certificate	Yes <input type="checkbox"/>
Current/Existing Employer Offer Letter and Last 3 Months Salary Slips Copies (If Available)			

## Declaration

### Statement to be signed by the applicant

I hereby certify that:

- All the information given by me on this form is correct to the best of my knowledge
- All questions relating to me have been accurately and fully answered
- I understand that this application form, along with the job description (which I have read and understood) will form part of my contract of employment
- I possess all the qualifications which I claim to hold
- It is agreed and understood that any misrepresent & given on this application shall be considered an act of dishonesty.
- This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Signature as in your passport: \_\_

Thumb:

While sign the form you must take video which can see your face and signing hand for the purpose of evidence and you will have to sign all the English & Arabic paper agreements once you enter Bahrain.

**Note: If you do not take video with very clear sound video, JEMS will not consider you.**

**And you have to send all your qualification certificates, residence address proofs, your national government ID proofs with our job offer form filled & signed (As per sign in your passport) job form copies to our email ID only.**

**All mentioned documents & form should be sent through e-mail only otherwise JEMS will not consider your job application.**

M/s: JEMS Company W.L.L offering jobs at 365 days to Asians & African countries eligible male/female candidates. We create job vacancy for you, we provide training for you, we place you in job, we make you experience, we provide certifications, and we place you anywhere in Asia & GCC if you wish. Through M/s: JJDTTC (Jupiter Jehan's Direct Technical Training Center) (Terms & Conditions apply).

Please share and forward to your friends, job seekers, colleagues, relatives & others.