



JEMS Company W.L.L. شركة جمس ذ.م.م.

The Boon of Technical نعمة التقنية

**JOB APPLICATION FORM FOR
DATA ENTRY/BACK OFFICE/
COMPUTER OPERATOR**

Thank you for your interest. Please fill out all of the fields below, send it in and you will hear from us as soon as possible.

Name:		Date:		
Address:				
City:		State:		
Zip:		Nationality:		
Gender:		Qualification:		
DOB:	Age:	Aadhar/Voter 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 this vacancy?				

TO BE READ AND SIGNED BY APPLICANT

1. I thoroughly read, understand, agree & accept M/s: Jupiter/JEMS Company's Employment agreement.
2. I am ready to submit my original certificates for company's guaranty purpose until am work with M/s. Jupiter/JEMS Company.
3. I understand & agree that the probationary period may be extended an additional 6-12 months depending upon my interpersonal skills, language communications, quick learning & observing ability, site supervising/managing skills.
4. I authorize you to make sure investigations and inquiries to my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision.

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 & documents
- 4 **Note: Incomplete Applications will not be processed**

Employment History (Start with current or most recent position)

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

Education Record

Highest level of Education obtained: Degree/Attended School/Year of Passing

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

Recruitment Criteria-1

In compliance with M/s: Jupiter/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	Tamil
What is your typing Speed per minute	wpm	
Do you know Computer basic Operations?		
Types of computers, software, and other equipment you are qualified to operate:		
Do you know Computer utilization, application, repair maintenance, software hardware installation?		
Do you know OS Installation?		
Do you know basic Run Command Operations?		
Internet surfing and E-mail communication & correspondence message composing		

Recruitment Criteria-2

Technical/IT 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/ Labview				
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				
Website Management				
Bulk mail Sending				
B2B Registration				
Classifieds Registration				
Newsletter Registration				
Ad Posting Skills				
Advertising including concept creation, making or accepting briefs and campaign planning				
Copywriting				
Direct marketing, including lists and databases				
Writing marketing plans/strategies				
Market research				
Project management				
Events management				
Media buying/scheduling				

Recruitment Criteria-3

How many languages do you know well?	Speak		Read		Write	
	25%	50%	75%	100%		
Could you speak English?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you ready to do inbound/outbound marketing?	Yes <input type="checkbox"/>		No <input type="checkbox"/>			
Have you ever been work as Office Staff?	Yes <input type="checkbox"/>		No <input type="checkbox"/>			
Do you know driving?	Yes <input type="checkbox"/>		No <input type="checkbox"/>			
Do you have a valid driver's license?	Yes <input type="checkbox"/>		No <input type="checkbox"/>			
Type of license held?	Two Wheeler		Four Wheeler			
How many years you have been driving?						
Is it possible to convert your country driving license into Bahrain country driving license?	Yes <input type="checkbox"/>		No <input type="checkbox"/>			
Have you ever been convicted of an offence?	Yes <input type="checkbox"/>		No <input type="checkbox"/>			
Do you have any physical limitation that we should be aware of?						
Have you ever had any serious illness or operation?						
What is your Expected Salary?						

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: _____

Date: _____

M/s: Jupiter Company W.L.L & JEMS Company W.L.L offering jobs at 365 days. 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.