

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>FIRST READ CAREFULLY, & SIGN, IF YOU ARE ELIGIBLE TO WORK ACCORDINGLY</p> <ol style="list-style-type: none"> I thoroughly i read, understand, agreed and accepted the M/s: JEMS Company's Employment agreement. I am ready to submit my all original qualification certificates to JEMS company's guarantee purposes until i work with M/s. JEMS Company. I understand & 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 & observing ability, office, works site supervising, managing skills whatever my occupation after. 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. | | | | |
| 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

| EVALUATE YOUR ABILITY TO ANSWERS THE FOLLOWING QUESTIONS | | | | |
|---|----|-----|-----|------|
| Do you know basic electrical theories / formulas? Current, Voltage, Ohms, Inductance, Energy Calculations, Resistance, Capacitance, Power factor? | 0% | 50% | 75% | 100% |
| Do you have any knowledge about solar and wind energy system installation, erection, commissioning, repairs? | 0% | 50% | 75% | 100% |
| Do you know house / building electrical wiring? If yes, how many years you have experience? | 0% | 50% | 75% | 100% |
| Do you know AutoCAD, Electrical/Mechanical drawings? | 0% | 50% | 75% | 100% |
| Can you read, verify, fix, dictate, and analyze the electrical circuit drawings components symbols and signs? | 0% | 50% | 75% | 100% |
| Do you have any experience in home appliances equipments repairs & maintenance work? | 0% | 50% | 75% | 100% |
| Do you have Electrical circuit fault Rectification experience? | 0% | 50% | 75% | 100% |
| Do you have any experience in control panel wiring? | 0% | 50% | 75% | 100% |
| Write any three industrial machines, that you have basic knowledge and working knowledge? | 0% | 50% | 75% | 100% |
| Can you manage technical works field manpower to get target output? | 0% | 50% | 75% | 100% |
| Can you prepare projects and works preliminary documents and necessary formalities to proceed the task? | 0% | 50% | 75% | 100% |
| Can you achieve site works completion deadline, target and organizing manpower, related documentations preparation? | 0% | 50% | 75% | 100% |
| If we conduct direct exam / test at our office (Bahrain) for the above questionnaires, how much marks you will score? | 0% | 50% | 75% | 100% |

Recruitment Criteria-5

| 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.