

TELESALES ADMISSION FORM

Kindly submit your updated resume and a copy of your university degree(s) and training qualifications along with this form.

Sales Delegate
PHOTO

Please complete this form in Block Letters

| PERSONAL DETAILS | | |
|-----------------------------|----------------|------------|
| Surname | Middle Name | First Name |
| | | |
| Date of Birth | Place of Birth | |
| | | |
| Nationality | Martial Status | Religion |
| | | |
| Home Address | | |
| | | |
| Current Residential Address | | |
| | | |

| ACADEMIC QUALIFICATIONS | | |
|-------------------------|-----------|---------|
| Institution Name | Year From | Year To |
| | | |
| | | |
| | | |

| SALES/TELESALES QUALIFICATIONS | |
|--------------------------------|---------------|
| Qualification Title | Year Obtained |
| | |
| | |
| | |
| | |
| | |
| | |

| LANGUAGE PROFESSIENCY | | | |
|-----------------------|------|-------|-------|
| Language | Read | Write | Speak |
| English | | | |
| Arabic | | | |
| French | | | |
| Other / Specify: | | | |

AKNOLWEDGMENT

“I certify that the answers given by me in this employment application are true, correct and complete. I agree that the company shall not be liable, in any respect, if my employment is terminated because of misstatements or pertinent omissions made by me in this application.

“In the event of employment, I will comply with all company rules and regulations as established from time to time. I am willing to work all assigned overtime or other special work assignments as requested by the company. Furthermore, since the company does not offer contracts of employment (unless signed by the President), I understand that nothing contained herein is intended to create a contract between the company and me for either employment or the provision of any compensation or benefits. I understand that I have the right to terminate my employment at any time and likewise, the company has the same right.”

“I hereby understand and acknowledge that any employment relationship with this Company is of an “At-Will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time, with or without notice, with or without cause. It is further understood that this “At-Will” employment relationship may not be changed by any written document or by verbal agreement unless such change is specifically acknowledged in writing by an authorized Executive of this Company. I also understand that ***Dany Chakhtoura – Executive Coach and Leadership Consultant*** retains the right to amend, modify, add or delete any or all policies or procedures at its sole and absolute discretion.”

“During my employment with **Dany Chakhtoura – Executive Coach and Leadership Consultant** and after my employment ends, I agree not to disclose any confidential or proprietary information regarding operating and trade secrets. I further agree that I will not discuss the facts of the case with any third parties without first notifying **Dany Chakhtoura – Executive Coach and Leadership Consultant** or unless a representative or attorney of **Dany Chakhtoura – Executive Coach and Leadership Consultant** is present. A copy of this form may be used as the original. The use of results from this form and/or tests will be used for prudent employment decisions.”

Applicant’s Name & Signature

Date

| FOR OFFICIAL USE ONLY | |
|--------------------------|------------------------|
| Interviewed On | Admission Finalized On |
| | |
| Reviewed By Line Manager | Reviewed By CEO |
| | |