|  |  |
| --- | --- |
| **JOINING FORM** |  |
| **Date** | : |
| **1. Candidate Information**  First Name | : |
| Middle Name | : |
| Last Name | : |
| Father’s Name | : |
| Mother’s Name | : |
| Nationality | : |
| Religion | : |
| Date of Birth | : |
| Place of Birth | : |
| Marital Status | : ☐ Single ☐ Married ☐ Separated/Divorced |
| Local Address (UAE/GCC) | : |
| Permanent Address | : |
| Contact No. | : |
| Emergency No. | : |
| Personal Email Id | : |
| Official Email Id | : |
| **2. Current Employer**  Company | : |
| Job Title | : |
| Period of Employment | : |

# Visa

Date of Visa Expiry :

Type of Visa : ☐ Residence ☐ Employment ☐ Visit

* + Tourist ☐ Freezone

# Academic Qualification

Qualification 1 :

Qualification 2 :

Year: Year:



# Ex-employee Status

Are you ex-AIQU or ex-TASC? : If **Yes**

Client Name : Year:

Old Employee Id :

# References

*Please share contact details of your ex-supervisor or reporting manager,*

*who’d be willing to refer you.*

|  |  |
| --- | --- |
| **Contact 1**  Name | : |
| Company Name | : |
| Designation | : |
| Work relationship | : |
| Email | : |
| Phone | : |
| **Contact 2**  Name | : |
| Company Name | : |
| Designation | : |
| Work relationship | : |
| Email | : |
| Phone | : |

# Note:

If you're unable to provide any reference, police clearance is mandatory.

* To apply for police clearance online, [click here](http://www.dubaipolice.gov.ae/dp/jsps/content/flat_content.do?contentCode=88081)
* Alternately, if you’re in the UAE, visit your nearest police station with original passport, 2

passport-size photos & offer letter

# Emirates Id

Do you or did you have an Emirates Id? :

# Signature Name: Date: Place:



**UNDERTAKING & DECLARATION**

I , holding Passport number

employed by AIQU, a part of Top Talent Employment Services LLC, Dubai as

hereby agree and declare that:

1. I shall work only for and behalf of AIQU, Dubai.
2. I will discharge my duties only for the benefit of my employer and work with complete honesty, responsibility and dedication.
3. My work with the company may give me access to confidential information concerning the organization, business, finances, transactions or affairs of the third party, any such confidential information.
4. I will not take up any paid of unpaid part time employment/work or any remuneration/Compensation in any form from anyone else other than from AIQU.
5. I will not get involved in any other trading activity/activities using my employer’s facility/Implements/ funds/ finances/ contacts/ resources/ materials/ stocks/ equipment, etc. at any given point of time while in employment of AIQU.
6. I will never accept any cash advance from the Agent/Agents or other party in the market and will never acknowledge receipts on my employer’s behalf.
7. I will never indulge in misappropriation of funds and discharge my duties and responsibilities honestly for the benefit of my employer.
8. I will keep contact contacts with my superiors in the company on regular/ daily basis either personally or through email or through telephone/fac, depending upon the need and urgency.
9. I will never hide any vital information about the Agent/Agents, market and business and immediately pass on such information to my superior in the company.
10. I declare that AIQU has employed me in good faith and the company cannot be held responsible for any misrepresentation of incorrect information provided by me to any third party during the course of my employment with AIQU.
11. Finally, I declare and agree that I shall be liable to appropriate action by authorities in case of violation of any of the declarations/ undertaking given by me as mentioned above and I will provide a police clearance within a month from this agreement date in case of non- submission of PCC AIQU have rights to withhold my salary.

# Signature Name: Date: Place:

**NON-DISCLOSURE DECLARATION**

I, Mr./Ms.(name of user) hereby agree to use information resources provided to me for performing services for AIQU, a part of TOP TALENT EMPLOYMENT SERVICES LLC (AIQU) or its Clients in accordance with the requirements provided herein. I understand that AIQU reserves the right to update and modify the requirements contained herein from time to time, and such changed requirements shall apply to me with the same force and effectas the original requirements.

1. I understand that documents, information, data and material of AIQU or its Client, including information received in confidence by AIQU or its Client from others, which will be made available by AIQU or its Client to me in relation to or in connection with my works engagement with AIQU or its Client are strictly confidential (“Confidential Information”). I will make no unauthorized use or disclose such Confidential Information, either during or after my engagement with AIQU or its Client, except with the prior written consent of AIQU or its Client.
2. I will disclose promptly to AIQU or its Client all inventions or improvements that I make or conceive, either alone or jointly with others, during my engagement that relate to AIQU or its Client’s business or that result from work performed by me for AIQU or its Client from my use of AIQU or its Client facilities, equipment, supplies, or Confidential Information.
3. I will assign, and hereby do assign, to AIQU or its Client my entire right, title, and interest in and to all inventions and improvements covered by paragraph 2 above, and I will execute all documents and give any other assistance requested by AIQU or its Client any time to obtain, maintain, protect, and enforce patents or otherwise protect AIQU or its Client’s rights in inventions or improvements covered by paragraph 2 above.
4. I agree that any original work of authorship, including any computer program or other written, pictorial, graphic, or audio-visual work or sound recording that I create, either alone or jointly with others, in connection with my engagement with AIQU or its Client, shall belong to AIQU or its Client, and AIQU or its Client shall own all of the rights, including the rights of copyright, in the work. I will execute all documents and give any other assistance requested by AIQU or its Client at any time to obtain, maintain, protect, and enforce AIQU or its Client’s rights in works covered by this paragraph.
5. I agree to not directly or indirectly disclose or release in any manner at any time during or after my engagement at AIQU or its Client, any proprietary technology or software, or the direct product thereof, acquired or developed during my engagement, without the prior authorization of AIQU or its Client.
6. I agree that during my engagement with AIQU or its Client, I will devote my whole time and attention to the Client’s business entrusted to me and I shall not engage directly or indirectly in any business or service other than that of the AIQU or its Client.



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1. I hereby agree that any breach of the obligations specified herein, will lead to severe losses for AIQU or its Clients and hence I agree that AIQU or its Client may take legal action against me in the event of such breach, such legal action may include but not be limited to injunctive or equitable remedies or actions for specific performance in the relevant court of law.
2. If my engagement with AIQU is terminated, or if AIQU or its Client so requests, I will return to AIQU or its Client or destroy, immediately all documents containing or reproducing or generated from the Confidential Information and will procure the destruction of all copies which have been made of any such documents and of any documents prepared using Confidential Information in whole or in part, including expunging such Confidential Information from any computer or other like device in my possession, custody or control without retaining any copies thereof. Notwithstanding such return or destruction as mentioned above, the obligations contained in this Confidential Undertaking will continue in full force an effect.
3. I agree that this Confidential Undertaking shall be governed by law of United Arab Emirates as applied in the courts of Dubai.

# Signature Name: Date: Place:





**UAE Bank Account Details**

Name as per the account :

Bank name :

IBAN number :

Account type :

# Declaration

I certify that the above information is true to the best of my knowledge and belief. I hereby authorize AIQU to investigate all statements contained in this application and supporting materials including my resume. If any information is found to be false, then I will be liable to accept any action taken against me by the company.

# Signature Name: Date: Place:

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