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**Private and Confidential**

Śięokrzyska, Warszawa

00-046, Poland

btc-formation.com

**17<sup>th</sup> of Apr, 2014**

Dear Applicant,

BTC Formation is pleased to offer you an employee of the department of exchange and trading operations with the virtual certificates. We trust that your knowledge, skills and experience will be among our most valuable assets.

<u>Title</u>	An employee of the department of exchange and trading operations with the virtual certificates
<u>HR Manager</u>	Natalie Cal
<u>Effective date</u>	As soon as possible, not later than <b>21<sup>th</sup> of Apr, 2014</b>
<u>Job location</u>	Remote, home-based position, no relocation is necessary
<u>Probation period</u>	1 month from the effective date
<u>Base salary</u>	\$2,000 per month (\$1,700 per month on probation period)
<u>Bonuses payable</u>	5% of each operation
<u>Working hours</u>	A minimum of ten (10) hours weekly, Monday to Friday, between 9:00AM and 4:00PM (Employee's local time) during the probation period. A minimum of twenty (20) hours weekly, Monday to Friday, between 9:00AM and 4:00PM (Employee's local time) after the probation period.
<u>Benefits</u>	<ul style="list-style-type: none"><li>*monthly pay</li><li>*instant commissions and bonuses</li><li>*opportunities for career growth</li><li>*iPhone 5S and MacBook Air in personal use after the probation period</li><li>*flexible hours for shift working</li></ul>

Employee's duties

- \*managing and monitoring of databases;
- \*filling of forms and preparing of reports;
- \*keeping track of tasks and operations;
- \*handling of paperwork and documentation;
- \*handling of correspondence (e.g. letters, statements) related to company's activity;
- \*opening of an Operating Account with a particular bank in Employee's area;
- \*visiting branches and agent locations on Employer's behalf;
- \*performing of other duties with Employer's authorization;

At any time by agreement of both parties.

Termination

Please fill in your name and sign this document below, then submit it back via email for further interview.

Julia Walker, HR Department atBTC-Formation, Inc.

Applicant's name: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_