

## JOINING FORM

### CANDIDATE INFORMATION

First Name:	Middle Name:	Last Name:	
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Local Address & Contact Nos (UAE/GCC):

Father's Name	Mother's Name
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Permanent Address & Contact Nos (Home Country):

Contact Nos:	Email Id:
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Emergency Nos:	Nationality:
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Religion:	Date of Expiry:
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Passport No:	Place of Birth:
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Date of Birth:	
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Marital Status: Single ☐ Married ☐ Separated/Divorced ☐

(If Married) Number and Age of Children:

### VISA AND SERVICE AGREEMENT

Type of Visa: Please selected the correct option (Current Visa)

Residence sponsored by Spouse <input type="checkbox"/> Parent <input type="checkbox"/>	Employment <input type="checkbox"/>	Visit <input type="checkbox"/>	Tourist <input type="checkbox"/>	Free zone/ Govt <input type="checkbox"/>
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Date of Expiry:	Date of Expiry:	Date of Expiry:	Date of Expiry:	Date of Expiry:
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Type of Labor Contract: Limited ☐ Date of Expiry: \_\_\_\_\_ Unlimited ☐

### EDUCATION AND PROFESSIONAL /TECHNICAL QUALIFICATION

Academic Qualification/Program/Course	Specialization	Institution/University	Year of Passing	Mode (full time / part time/ correspondence)

### EMPLOYMENT RECORD

#### CURRENT EMPLOYER

Company:	Job Title:
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Period of Employment:

Location:	Reason for Leaving:
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<b>REFERENCES</b>	
<i>Please state 01 professional references (immediate supervisors/reporting managers) and 02 personal reference (1 family and 1 friend)</i>	
<b>Full Name:</b>	<b>Relationship:</b>
<b>Company &amp; Designation:</b>	<b>Contact Nos:</b>
<b>Official Mail ID:</b>	
<b>Full Name:</b>	<b>Relationship:</b>
<b>Company &amp; Designation:</b>	<b>Contact Nos:</b>
<b>Full Name:</b>	<b>Relationship:</b>
<b>Company &amp; Designation:</b>	<b>Contact Nos:</b>

<b>IMPORTANT INFORMATION (IF APPLICABLE)</b>
<p>The original Passport will be kept by the Company and the Work Permit will be handed-over to you. In case of any emergency requirement during the non-working hours of the Company, please contact the Head Office and the Passport will be immediately handed over to you by the Human Resources Department on completion of the Company formalities including receipt of your Work Permit.</p>

## JOINING FORM

### UNDERTAKING & DECLARATION

I, \_\_\_\_\_, holding Passport No. \_\_\_\_\_,  
Employed by TASC, Dubai, as \_\_\_\_\_ hereby agree and declare that:

1. I shall work only for and on behalf of TASC, 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 or unpaid part time employment/ work or any remuneration/ compensation in any form from anyone else other than from TASC.
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 TASC.
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 constant contact with my superiors in the company on regular/ daily basis either personally or through e-mail or through telephone/ fax, 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 TASC 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 TASC.
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 TASC have rights to withhold my salary.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Place

## JOINING FORM

### NON DISCLOSURE DECLARATION

I.....aged..... son/daughter of.....  
having my permanent address at.....  
do hereby declare as follows:

I have been appointed in TASC (hereinafter referred to as “the Company”), as.....

I understand that the Company is engaged in the business of out sourcing, staffing and recruitment.

I also understand that the Company in the course of the conduct of its business receives confidential and proprietary information, which has to be secured and protected as per the established and accepted industry and business ethics and practices.

I also understand that confidential information is deemed to mean and include any proprietary and / or confidential information of the Company and or its Customers / Clients, including but not limited to

Technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to all computer programs (including object and source code), software processes, systems writings, technical know-how, or ideas, belonging to the Company and/or its customers or clients,

Research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by the Employee whether during normal working hours or not, computer programs, documentation, customer / client lists and customers / clients (including, but not limited to, customers or clients of the Company with whom the Employee may become acquainted in the course of employment),

All manuals, systems documentation, confidential reports, correspondence, memoranda, documents, or other materials of the Company and/or its customers or clients

Markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction

Any other business information of the Company including but not limited to, its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding

## JOINING FORM

the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property

Any and all communication and other materials of the Company and/or its customers or clients, any and all ideas, processes, methods, programming aids, reports, programs, manuals, improvement enhancements or modifications thereto, developed, prepared, conceived made or suggested by the Employee or by the Company (collectively referred to as "Work Products")

Any and all information that comes to the Employee's knowledge which would but for this employment would not have been accessed by the Employee, whether such information is in tangible form or not, written or otherwise and formal or not, marked as "Confidential" or otherwise disclosed under circumstances that one would reasonably expect to be "Confidential"

Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company and which is presently in the public domain

I also understand that the Company is required to sign Non-Disclosure Agreements with its various Customers and Clients in respect of among others all Confidential Information, the violation of which would result in serious actions for breach and violation of contractual obligations, irreparable and immeasurable financial loss, loss of reputation and injury etc to the Company

I also understand that such Non-Disclosure Agreements with the Customers and Clients often mandate that the Company execute Non-Disclosure Agreements with its Employees, in as much as all Employees of the Company would in the course of employment with the Company, periodically receive confidential and or proprietary information, from the Company and or its various Customers or Clients from time to time

I hereby unequivocally and unconditionally acknowledge, agree and undertake that:

the Confidential Information constitutes trade secrets and has great value to the Company and or its customers / clients and that unauthorized disclosure of such Confidential Information can cause immeasurable and irreparable damage and loss to the Company and/or its Customers or Clients,

The Confidential Information will be used by me solely and exclusively for the purpose of performing such services which are assigned to me for the various projects / business of the Company and or for its Customers or Clients

at all times during the term of my employment with the Company and forever thereafter (without any limitation of time or place) to hold the said Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company and or its customers or clients, and further not to disclose or divulge the Confidential Information to any person or entity without the prior written authorization of the Company.

## JOINING FORM

I shall not in any case, copy, distribute, disclose, sell, commercially exploit or otherwise make use of Confidential Information, except with the prior written authorization of any Executive of the Company of the rank of President

I shall not in any eventuality remove any and / or all Confidential Information from the premises of the Company or any work-place, or place where a Customer's or Client's work is being carried out, except with the prior written authorization of any Executive of the Company of the rank of President.

at the time of termination or cessation of employment with the Company for any reason what so ever, including but not limited to resignation, I shall return to the Company all Confidential Information, including but not limited to any / all copies on paper, hard drive, disk, tape and /or any other form or manner of Confidential Information of the Company, a former employer, customer, client, other employees or any third party

Employment with the Company will not breach any agreement to keep in confidence the Confidential Information of a former employer, client or third party, and that I have not and will not bring any such information to the Company

any / all violation in any material respect of this Agreement would cause the Company and/or its Customers or Clients irreparable injury in respect of which there is no adequate remedy at law and, in the event of any such violation, the Company will be entitled to preliminary and other injunctive relief in addition to any other remedies to which the Company may be entitled at law or in equity. In the event of any violation of this Agreement by me, I shall be liable for and shall indemnify the Company from any loss, financial or otherwise, suffered by the Company, its directors, officers, executives, subsidiaries, affiliates, group companies and or any other entity claiming by or through the Company

Any / all obligations and undertakings under this Declaration will survive the cessation or termination of my employment with the Company for any reason whatsoever

**Signature**

**Date**

## JOINING FORM

### BANK ACCOUNT DETAILS (IF ANY)

<b>Name as per the Account</b>	
<b>Bank Name</b>	
<b>IBAN Number</b>	
<b>Account Type</b>	

### DECLARATION

I certify that the above information is true to the best of my knowledge and belief. I hereby authorize TASC 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**

**Date**