

# User guide

“Ask and it will be given to you; seek and you will find; knock and the door will be opened to you.”

Matthew 7:7  
Bible

In conclusion, finding a job in today's economy can be a very difficult undertaking. It might be tempting to give up, but God wants us to be contributing members of society and follow his leading and guidance to the right place of employment. He knows the timing and the place where we will be able to use our gifts and talents for the glory of his Kingdom. And as Christians, we know that the Lord will always provide for his children no matter what comes our way.

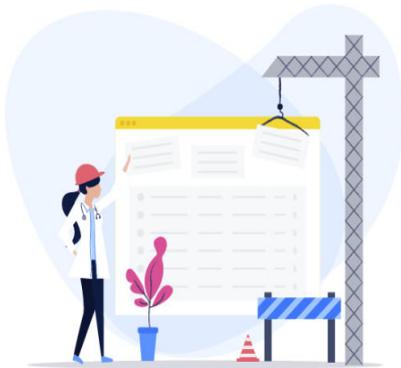
You should only listen to God and exclude the types of people who can negatively impact you and your life. We deal with rejections and we are aware that we cannot satisfy everyone. Please, do not listen to those who were rejected because it can affect you. The process might be hard and time-consuming, but if you fight until the end, you will be rewarded with success.

**When times get tough, we don't give up. We get up!**

# Introduction

This online web platform is designed to **connect employers** (a company or an individual) **with applicants**. By using it, employers are able to view CVs and send job offers. **We do not employ people by ourselves**. In order to get a job offer, you must create an account on our website.

We are a private website, and **if you need to know more about us, please visit our office!** Our office address can be found at the bottom of our website.



By using our website, you agree to share your personal information with us. We will require personal documents to check your job eligibility and to fill out your contract.

For security reasons, your documents can only be accessed by us, your employer, and you. Please check [page 5](#) for more details. We do not share your personal information with anyone else.

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# The big picture

(You can read more about each step in the following pages)

1. Create an account on our website.

Make sure that all your details are correct and don't forget to add a CV to your account.

2. Wait until you receive a job offer.

Don't forget to check your account every day. If we find a job offer for you, we will post it on your account. Please don't miss it.

3. Fill out the contract and pass the interview;

You will need it to obtain a VISA.

4. Your employer will call you for further instructions;

They will call you at the phone number specified during registration.

5. Your employer will complete the contract and then send it to you (generally by DHL Express) together with the other documents that you must sign;

You will use those documents to obtain your VISA. The embassy won't accept a printed contract; it must be original.

6. You will determine the cost of your trip, which includes your VISA, plane tickets, train tickets, and other expenses;

7. Based on your calculation, you will receive a payment by bank transfer, usually below \$ 4000, to pay for your departure expenses;

You should pay attention to all the costs involved in getting you to your destination. Considering the fact that the departure cost is so high, no employer will take any risk if your documents are not correct. Please pay attention to the entire process.

8. With your contract, letters, tickets, and money, you will be able to apply for a VISA;

9. You will open another bank account at your destination.

Please remember! Receiving a salary in cash is illegal in most modern countries. Bank transfer is the most secure option.



# About us

This website is a web platform designed for both: **employers** (a company or an individual) **and applicants**. Employers are able to view CV's and send job offers.

***Remember!*** Our main goal is to **connect employers with applicants**. We do not employ people on our own, and we do not take any responsibilities regarding job offers.

## Responsibilities

“You are solely responsible for all your actions.” is the foundational principle you must embrace if you plan for happiness and success in your life and work. We are doing our best to provide the most secure environment for employers and applicants.



## Service fees

**The first job offer is free of charge.** You will not be asked to send any money to us for the first job offer.

**We do not do charity and we do not lend money.** Please do not ask us for a cash advance because we will not accept it. We do not have access to your salary because it will be paid by your employer, not by us. You may not ask them for money until you start working.



Declared safe for use by SSLTrust

- 1. Safe**  
SSL Encryption
- 2. Private**  
GDPR Compliance
- 3. Trusted**  
No payments required
- 4. Virus free**  
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## GDPR (Global Data Protection Regulation)

For your privacy and safety, we do not reveal our applicants' personal information. We fully comply with the GDPR (Global Data Protection Regulation).

## Communication

We are using email as a primary communication system. The call center support is available for those who signed a contract.

# Success in 3 steps

- open an account on our website;
- include a CV to your account;
- check your account, phone, and email **every day**.

A well-written CV can make a big difference if there are many applicants for the same position.



## What's the secret?

When it comes to finding a job, the most important thing to remember is to be patient and to **check** your online account, phone, and email **every day**. It only takes 2 minutes to do it.

If you receive a job offer, it will show up on your account. **Don't miss it!**

## Benefits

Benefits will be offered to you by your employer (not by us) as soon as you reach your destination country.



**All inclusive.** Employers are under an obligation to adopt the best means to ensure workers' safety and comfort:

- Transportation from your place of origin to your destination country, including travel documents;
- Transportation from the place of residence to the place of work;
- A health insurance policy and a medical check-up once a year;
- Accommodation consists of a standard single room and a personal toilet;
- Access to the laundry room and room service (if possible);
- Safety equipment (if necessary);
- Breakfast, lunch, dinner;
- WiFi, TV, and air conditioning (if necessary).

## Job offers

### How do I get a job offer?

Based on your account preferences, we will start looking for a job offer as soon as your availability date ends. If we cannot find an offer within 20 days, we will ask you to review your preferences.

Your success depends on multiple factors, such as:

- paying a service fee (if applicable);
- your level of interest (if you follow our instructions and if you check your account daily);
- job demand (e.g., it's harder to find a job offer as a scientist than as a factory worker);
- salary (if you have high expectations, it will be very hard to find an offer; please choose wisely);
- country of destination (some countries may be more difficult to reach than others);
- studies (some jobs might require advanced studies, e.g., pilots, doctors);
- nationality (some nationalities might be restrictive, e.g., North Korea, China);
- country of residence (for some employers, plane tickets may be expensive).



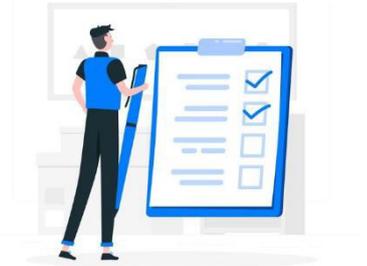
## What is a CV and what is it used for?



A CV (short for the Latin phrase “curriculum vitae”) is a detailed document highlighting your professional and academic history. CVs typically include information like work experience, achievements and awards, scholarships or grants you've earned, coursework, research projects and publications of your work. If you need help determining how to write a CV, it can be helpful to use our CV template.

## How do I check my account?

You can start by visiting our website. In order to protect your personal information, you will be asked for your email address and your password.



## What if I already have a job offer?

Congratulations! All offers come directly from employers, and you have to fill out the contract. You will be asked to submit documents and to go through an interview with your employer.



**Remember!** Our main goal is to **connect employers with applicants**. We do not employ people on our own, and we do not take any responsibilities regarding job offers.

Some job-related details might be hidden from you until you fill out the contract. This is not an issue because those details will appear as soon as your employer starts filling out the contract.

## Who is my employer?



Your employer's details will appear on the contract as soon as they start filling it out. The contract must be filled out in the following order:

- by us;
- by you;
- by your employer.

## Disqualification



A person may be disqualified for various reasons. For example, we disqualify those who:

- Do not upload the right documents while they are under verification;
- Are unable to work due to medical reasons;
- Are recorded in the International Employee's Blacklist;
- Are not able to leave their country (e.g., banned passport);
- Have a criminal record or known to be part of terrorist activities;
- Are fugitives;
- Refuse to identify themselves legally;
- Do not follow our instructions;
- Might endanger the lives of other people;
- Are unprepared for his/her position;
- Those who quit or stopped responding;
- Have several accounts on our website;
- For any other reason that's appropriate for this action;

We are aware that we cannot satisfy everyone, but we can make it possible for most people. There will always be complaints, but there will also be satisfied people.

### Advice Nr.1

You shouldn't listen to those who were disqualified because they will never tell you what truly happened.



### Advice Nr.2

If our services did not work for you, it doesn't mean that they will not work for someone else. We are aware that we cannot satisfy everyone. If you are disqualified, it isn't the end of the world. You can submit an appeal and we will do our best to help you. **It's in our main interest to help as many as possible.** Whatever you do, please do not misinform other people about our services.



**Terms and Conditions:**

By using this website, you give us the right to track your location, IP address, Internet activity, etc. According to current privacy laws, if you offend us by any means of communication, we have the right to:



- Add a record into the 'International Employee Blacklist' - this will affect your career world-wide;
- File a complaint with your local authorities;
- Sue you for defamation or insult and ask for process charges;
- Request a ban on your passport for a certain period of time (max. 10 years). During this time, you will not be able to leave your country;
- Whatever action seems appropriate to solve an issue.

# Employment contract

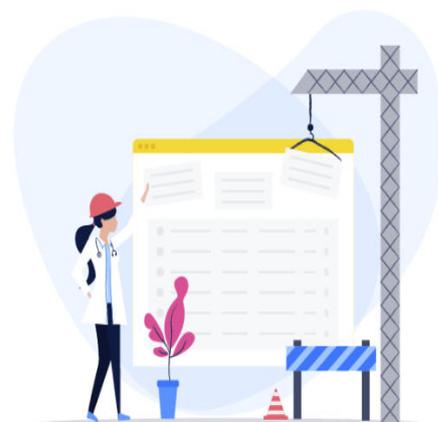


For your safety, signing an employment contract is mandatory. Each contract modification must be backed up with a document in order to eliminate any typos. Each document is required for a reason, and we don't ask for unnecessary documents. Some documents might be required for your job (e.g., a driving license and health insurance), so feel free to skip them. If a document is marked as “Mandatory”, you cannot continue without a certain document (e.g., an identity document or medical documents).

## File upload instructions

**All pictures must be clear and the text readable!** To upload a document, you must use your phone's camera to take high-quality pictures. You can use [Online2Pdf](#) to combine multiple pictures into a single file.

Our website is fully encrypted and protected; you should not worry. CVs can only be accessed by employers. Your personal documents can only be accessed by us, your employer, and you. Please check [page 5](#) for more details.



## Filling out the contract

This step takes about 4-8 days to complete, and you will be asked to verify your identity because we have to be sure that

you are the true owner of the offer. Your employer will use your documents to obtain other documents (e.g., medical insurance).

Some documents are optional and you can skip them (e.g., if your job does not require a driving license, you can skip it). Sometimes, we might ask for additional documents.

Depending on your nationality, we might ask for:

- Selfie picture (Mandatory);
- National identity document (Mandatory);
- Selfie while holding your identity document (Mandatory);
- Experience (Optional);
- Recommendation (Optional);
- Address verification (Mandatory);
- Driving license (Optional);
- Last graduated school (Optional);
- Passport (Optional);
- VISA (Optional);
- Other documents (Optional);
- Outfit sizes (Mandatory);
- Bank statement (Mandatory);
- Medical documents (Mandatory).



### Bank statement

After you fill out the contract, you will be asked to determine the cost of your trip, which will include the VISA, plane tickets, train tickets, and other expenses. Based on your calculation, you will receive a payment by bank transfer, usually below \$4000, to pay for your departure expenses. Employers are obliged to pay for your departure documents (passport, VISA, health insurance, travel tickets, etc.). You need to find a way to receive money from your employer to cover your departure expenses.

The safest way to receive your salary is by bank transfer. Once you reach the destination country, you will be able to open a new bank account. From time to time, companies are

verified by the government, and the only way to prove that they are paying their employees is by providing their banking records. To fight money-laundering, companies are obliged to pay salaries by check or by bank transfer.

## Medical fitness

This step takes about 2-3 days to complete, and it doesn't matter where you're from or what your destination is. "Fit to work" or "fitness to work" is a medical assessment done when an employer wishes to be sure an employee can safely do a specific job or task.



Depending on your nationality, you might be asked for:

- General physical examination certificate (Mandatory);
- International health insurance (Optional);
- EU psychiatrist / psychological examination certificate (Mandatory).



### What if I can not prove my medical fitness?

Departure costs are very high, and employers will not accept any risk. If you cannot prove your medical fitness, your employer will not accept you and your offer will be transferred to another person. Unhealthy people are not accepted. Even if you are medically fit and you cannot prove it, you will still be disqualified.

## General physical examination certificate

It's your duty to prove that you are capable of performing your daily tasks in a safe manner for you, your colleagues, and customers. This is a **visual inspection** taken by a doctor which will determine whether your eyes, ears, heart, lungs, limbs, muscle, bone structure, skin, surgeries, anything related to your position is healthy. **No laboratory** examinations (urine, blood, or feces) **are required**.



### Example 1

A dropped wrench, hammer, or walkie-talkie can be extremely damaging to your fellow workers. The weight and force of the falling object could dislocate a wrist or shoulder or even pull a worker over a ledge or off scaffolding.

### Example 2

Good eyesight is a basic requirement for safe driving. Poor vision increases the risk of collisions due to the driver's inability to recognize and react in time to a hazard or the behavior of other road users. The best way to make sure that you meet the minimum eyesight standard for driving is to have an eyesight test.

## Psychological fitness certificate



It's your duty to prove that you are capable of performing your daily tasks in a safe manner for you, your colleagues, and customers. Mental fitness is just as important as physical fitness. It must be in great condition because you will be part of a team and your employer must ensure the safety and security of everyone.

### The interview

This step takes a few days to complete. If you reached this step, it means that you are a winner. Depending on your nationality, we might ask you to:

- write a short essay (Mandatory);
- take an online test (Mandatory);
- call you for a short chat (Optional).



### The essay

For your safety, you must know how to seek help in an international language. Please do not download it from the internet because we will read it. You need to write an essay of at least 5 pages in English about your desired position, and it must respect the structure of an essay:

- Introduction;
- Content;
- Conclusion.



If you do not have any working experience, you can skip some chapters. It must be written in Microsoft Word and it must contain:

- for which employers have you worked before and in which position;
- details regarding your responsibilities and your daily and monthly schedule;
- what problems have you faced and how have you fixed them;
- what did you learn from each job;
- what are your expectations;
- how do you connect work and family at the same time;

- if possible, please add photos of you at work.

## The online test

In order to host your test, we are using a testing platform where companies and individuals are able to create and verify tests.



- Time(minutes): 60;
- Questions: 60;
- Passing score (%): 80.

Our test topics may include:

- Human rights;
- First aid;
- Fire safety, as well as how to react and protect yourself in case of a fire;
- The action plan and what to do in case of an emergency;
- Earthquake safety and what to do in case of an earthquake;
- Personal protective equipment;
- Back safety and how to lift weights;
- Hearing loss and how to protect yourself;
- Food safety.

For exercise, please use the following websites:

- [SHL Direct - Practice tests](#);
- [Practice Reasoning - Psychometric tests](#);
- [16 Personalities - Personality tests](#);
- [The Balance Careers - Pre-employment tests](#);
- [WikiJob - Aptitude tests](#).

