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INSTRUCTIONS

Please print this form and complete it by hand only. All answers must be written personally by the candidate. Kindly answer every question fully and sign the declaration on page 3. Incomplete or unsigned forms may not be considered.

PERSONAL AND CONTACT INFORMATION

Full Name: _____

Date of Birth: _____

Gender: _____

Email Address: _____

Primary Contact Number: _____

WhatsApp Number: _____

Permanent Address: _____

EDUCATION, CERTIFICATES AND WORK SETUP

Highest Education: _____

Field of Study: _____

Expected Monthly Salary (PKR): _____

English Level (Basic / Intermediate / Advanced / Fluent): _____

Matric / O-Level certificate available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Intermediate / A-Level certificate available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bachelor's degree certificate available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Experience certificate(s) available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Laptop / computer available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Dedicated workspace available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stable internet connection available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
UPS / solar / backup power available	<input type="checkbox"/> Yes	<input type="checkbox"/> No

REMOTE WORK CONFIRMATION

I understand this is a remote work-from-home position. Yes No

I can work with focus during the full assigned shift. Yes No

I understand that product/category details will be discussed later during the interview process. Yes No

JOB-RELATED QUESTIONS - PART 1

1. What interests you about working with ShopForLess LLC in this customer service role?

Answer:

2. Do you have prior experience working in customer service or sales? If so, briefly describe your experience.

Answer:

3. Are you comfortable working remotely and handling customer inquiries throughout your shift?

Answer:

4. Do you have a laptop or computer with reliable internet access to work from home?

Answer:

5. Do you have an appropriate and quiet workspace, free from distractions, to ensure a productive work environment?

Answer:

6. Do you have access to electricity backup such as UPS or solar in case of power outages during your shift?

Answer:

7. How would you prioritize tasks when engaging with multiple customers at once?

Answer:

8. What would be your approach to meeting daily sales targets through customer interactions?

Answer:

9. Can you confirm your understanding that this role involves handling customer inquiries through chat-based sales and also providing post-sale support, such as assisting with exchanges and addressing product-related questions?

Answer:

10. Are you available to start immediately if hired?

Answer:

JOB-RELATED QUESTIONS - PART 2

11. Do you have any existing commitments that may affect your availability?

Answer:

12. This role involves working one of two shifts, morning or afternoon. The company will assign the shift based on operational needs. Staff will not have the option to choose their preferred shift. Working hours will be 9 hours per day, with 1 day off each week. Do you understand and agree with this?

Answer:

13. This is a full-time position that requires focused attention throughout your work hours. Please confirm that you understand this is a serious, dedicated role that demands full commitment to the responsibilities.

Answer:

14. We have noticed that many candidates apply but do not proceed further. Can you confirm that you are genuinely looking for a job and committed to moving forward with this opportunity?

Answer:

15. Please rate your English communication level and explain your experience using English with customers or colleagues.

Answer:

16. Are your education certificates and experience certificates available for verification if requested?

Answer:

17. Why should ShopForLess LLC select you over other candidates?

Answer:

18. Write a professional reply to a customer who says: 'Nobody replied to me for 15 minutes. I am disappointed.'

Answer:

19. Do you confirm that all answers in this form are written by you personally and not copied from any external source?

Answer:

CANDIDATE CONFIRMATION

By signing below, I confirm that all information provided is true and accurate. I understand the role requirements, remote-work expectations, assigned shifts and commitment level.

Candidate Signature: _____

Printed Name: _____

Date: _____