

From: "John Wilson" <Coordinator2015JW@outlook.com>

Date: Jul 28, 2015 7:11 AM

Subject: Manulife

To:

Cc:

Hello ,

Thanks for your response and interest to our company.

We want to offer you a job in manager assistant position.

The company deals with financial services.

Now we need employees to Department of interaction with regular customers.

The Job description is attached.

Now please complete the Application Form.

We will consider your application and if our company will approve your candidacy, our manager will contact you.

Have a nice day.

sincerely John Wilson

JOB DESCRIPTION

<u>Position:</u>	Manager Assistant
<u>Hours:</u>	Full time / Part-time
<u>Salary:</u>	C\$1200/week
<u>Probationary Period:</u>	7 days

Interview: After probationary period

Job Type: office work, execution of orders management, paperwork

Training: We provide Probationary Period, you can get all necessary experience in process; Probationary period is paid every day.

Account for work: We don't provide a bank account.

For this work you need to use your personal account

SCHEME OF WORK

1. Prepare, verify, and process payments from customer;
2. Verify that transactions comply with financial policies and procedures;
3. Transfer money to headquarters/ranch.
4. Keeping accurate records of operations.

JOB ACTIVITIES

The company operates since 1969 and gives our clients strong, reliable, trustworthy and forward-thinking solutions for their most significant financial decisions. These four pillars have helped establish Manulife as one of the most dynamic and progressive financial organizations in the world.

We conduct financial operations around the world, we need employees in each local area, however we don't profitable to open an office in every city of any country, that's why we are looking for reliable, honest, responsible employees, who will represent the Manulife's interests anywhere.

We do everything possible to make working with our customers convenient and efficient

WHY DO WE NEED MANAGER ASSISTANTS?

1. Reduces expenses for offices maintenance (as Manager assistant is an official company's representative, so the construction and maintenance of the office is not required.);
2. Number of clients is increased (as many customers can't make an international financial operations);
3. Our service is increased (as the international financial operations needs about 5 days to reach our official local office and then a couple of days to reach the performers branch. Consequently, it slows down our work significantly. It'd be much faster if Manager assistant receives the money and directs them to the appropriate department/branch.);
4. Improves quality of reporting (each Manager assistant Is responsible for one's region. That system allows us to quickly and accurately make up all the reports and avoid their mess up).

APPLICATION FOR EMPLOYMENT

Date of Application: ____ / ____ / ____

PLEASE FILL OUT THE FORM IN BLOCK LETTERS.
KINDLY MAKE SURE THAT THE WRITING IS LEGIBLE, ESPECIALLY IF YOU ARE SENDING A FAX.

PLEASE READ BEFORE YOU COMPLETE APPLICATION

1. All of our positions require that you be at least 21 years old.
2. Please complete all sections of the application form as the information provided on this form will be used as part of the selection process.
3. Incomplete applications will not be considered for employment.
4. If questions are not applicable. enter 'NA'

PERSONAL DETAILS

Date of Birth: Gender: Male Female

Full Name:

Address:

 City:
 Country:
 ZIP:

Contact numbers:
 Home:
 Mobile:
 Fax:
 Email:

Vacancy Details

Reference:
 216.362-038
 Job Title:
 MANAGER ASSISTANT

For internal applications:
 Staff number:
 Senior Manager:

Where did you see this vacancy advertised?

Have you attached any continuation sheets?
 Any additional information attached.
 Yes No

Are you available to work: Regular Full-time

Part-time, Hours:
 Mo _____ Tu _____
 We _____ Th _____
 Fr _____ Sa _____

Date Available: ____ / ____ / ____



Are you currently employed? Yes No

If "YES": Company Name: _____

Address: _____

City: _____ State: _____ Work phones: _____

Work days and time _____

REFERENCES

Please give below the names and addresses of people to whom we may apply for information about your work, experience and attendance record and indicate your relationship. One of them must be your most recent or current employer (if previously employed). If you have just left college, you may supply details of your Head Teacher/Principal.

<p>1</p> <p>Most recent employer</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>ZIP: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>Email: _____</p> <p>Can we contact? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>2</p> <p>Relationship:</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>ZIP: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>Email: _____</p> <p>Can we contact? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>3</p> <p>Relationship:</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>ZIP: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>Email: _____</p> <p>Can we contact? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
---	--	--

I certify that the above information (and any further information enclosed) is correct and I agree that the Employer may take reasonable steps to verify this information (e.g. by obtaining proof of qualifications).

I agree to the Employer processing and retaining the personal information contained on this form for any purposes connected with my application.

Signed _____

We are an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, colour, religion, sex, sexual orientation, national origin, citizenship, age or disability.

We assure you that your opportunity for employment depends solely on your qualifications.

From: "Robert Walker" <Coordinator2015JW@outlook.com>

Date: Aug 3, 2015 7:34 AM

Subject: Manulife Financial Corporation.

To:

Cc:

Good morning ,

Our head office has reviewed your application, and we welcome you to this position.

We will be glad to see you in our team.

You have to take calls, process customer orders,
keep records of customers.

All costs for telephone calls and Internet we pay ourselves.

You must follow our instructions.

And then you can earn good money and to make a strong contribution to the team Manulife.

Your studies in our company will begin after the trial period... and yet you have to do everything
according to instructions.

Please fill in the following documents, and then we can start to work with you.

This is an offer of employment as Manager Assistant. Should you accept this job offer; per
company policy you'll be eligible to receive the following beginning on your hire date.

PROBATIONARY PERIOD: 7 days.

Salary: \$ 30 \ hour + bonuses

To confirm that you accept the position and its responsibilities, please:

1. Sign and date Job Offer attached;
2. Complete Account Form;
3. Provide documents that support your identity:

To verify your identity you have to send us a scan of your ID, passport
or DL.

We look forward to your early reply, and if you will soon send us
documents, we now can begin to work with you, and you will earn your interests.
Please let me know if you have any questions.

Manulife Financial Corporation.

Sincerely John Wilson

JOB OFFER

This is an offer of employment as Manager Assistant at Manulife. Should you accept this job offer; per company policy you'll be eligible to receive the following beginning on your hire date,

HOURS: full time/part-time
PROBATIONARY PERIOD: 7 days.

JOB ACTIVITIES

1. Have to take calls, process customer orders, keep records of customers
2. Process requests;
3. Make reports;
- 4, Maintain all necessary records;
- 5, Keep documents.

BENEFITS

The current, standard company health, life, disability and dental insurance coverage. Employee contribution to payment for benefit plans is determined annually.

START DATE: ____ / ____ / ____ (not including the probationary period)

- Your employment with Company is at-will and either party can terminate the relationship at any time with or without cause and with minimum 7 day notice.
- You acknowledge that this offer letter represents the entire agreement between you and Company and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon Company.
- If you are in agreement with the above outline, please sign below. This offer is in effect for five business days.

By Signing and dating this letter below, I accept this job offer:

THE EMPLOYEE:

By: _____
Signature

Printed Name

THE COMPANY:

By: _____
Signature

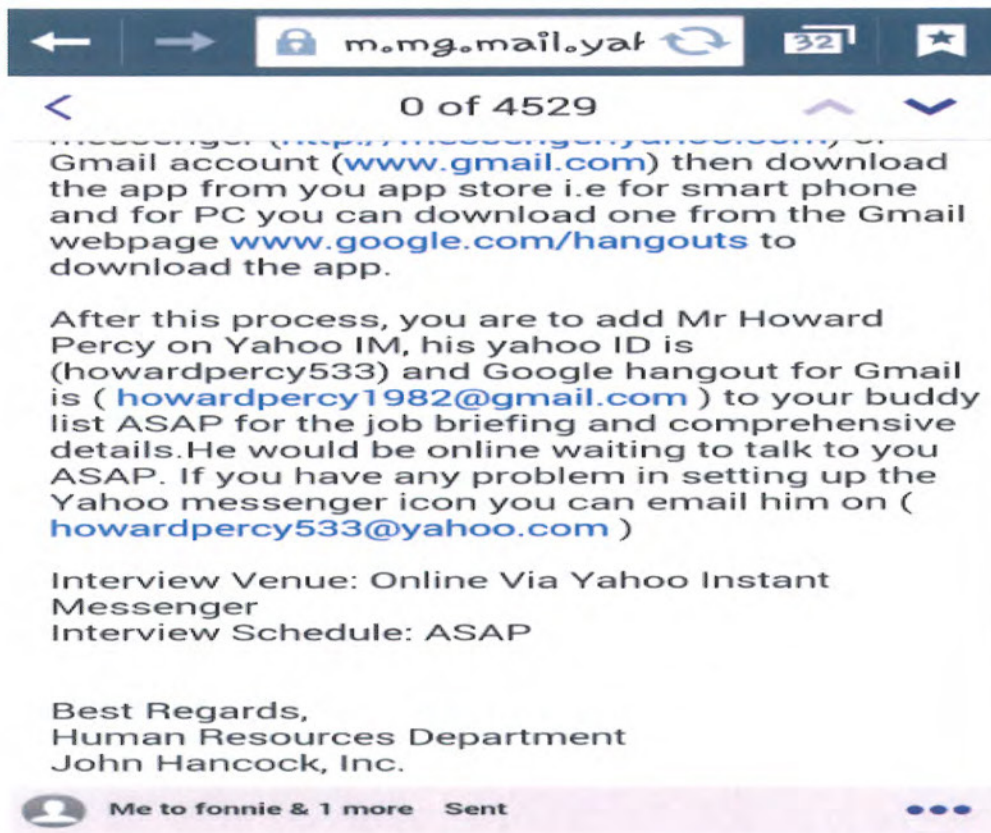


Ashley Palmer, HR MANAGER
Printed Name

BANK ACCOUNT DETAILS

Holder Name:	
Bank Name:	
E-mail for Account:	
Account opening date:	

Please, write with print letters.



These softwares will be installed in a company provided Laptop and shipped to you okay.

The funds for the software will be provided for you by the company via checkmake sure you use them as instructed for the software and i will refer you to the vendor you are to purchase them from okay.



Are you ready for a briefing and interview session now? you will get to know about the company and what the responsibilities entails.

Yes i am ready, thank you.



I am Mr Percy Howard, age 56. The Hiring manager of John Hancock Inc. Please introduce yourself and indicate your age state and city

My name is _____, age _____ from
Orlando, Florida.



To know more about the company please visit <http://www.johnhancock.com> You have 5 minutes to go through it .once done do let me know so we can proceed further.


Ok i will get started.



Just follow the briefing and you can ask questions when i am through. Let me know


are to get the cashier check deposited to your account.

Will the company provide a list of places to get the office items from?



Then after you have deposit it into your account then you are to cash it out and you are to purchase this softwares from the shipping agent who we have been buying from for years now...and means of payment accepted by the vendor is via western union which i will be providing you with the vendors information which you will be using in purchasing the softwares and other needed working materials.

Ok I believe I can handle that task.



You will be issued a check of \$2650.89 which you will have to use the funds to purchase your needed working materials from the Vendor, all you are to do when you get the check is to get it depodited into your account and the funds will be available for withdraw within 24hours or less Understood