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JOB DESCRIPTION

As a **Personalized Delivery Agent** at **Mipaan Global Limited**, you'll be responsible for managing the **Delivery of products** to clients while **ensuring an accurate account of stock and payments**.

This position requires strong organizational skills and a commitment to handling customer transactions efficiently and securely. You must sustain the ability to handle transactions with integrity and accountability.

Key Responsibilities:

- **Stock Management:** Maintain an up-to-date inventory of products assigned for delivery, ensuring all items are accounted for at all times.
- **Delivery Execution:** Deliver products promptly and professionally to clients as per assigned routes.
- **Payment Handling:** Collect payments from clients upon delivery and ensure all funds are accurately recorded.
- **Daily Balancing:** Reimburse all payments received directly to the company's account on a daily basis and provide accurate records of all transactions.
- **Customer Interaction:** Represent the company in a courteous and professional manner, ensuring a positive client experience.

Note: This Form has two sections and both sections must be completed appropriately.

Section A: Civil Servant

(This section is to be completed by anyone working with Federal or State Civil Service of any State)

GUARANTOR'S UNDERTAKING FORM

This form must be completed in the guarantor's own handwriting - Students and Unemployed Persons are not to stand as guarantors - Guarantor cannot stand as a referee and vice versa - Guarantor must state their valid and functional email address and phone numbers - Guarantor must be between 30 - 70 years old and must be Civil servant.

Guarantor Requirement	Requirement
A Civil Servant (Grade Level 7 & above or Grade level 6 with not less than 2yrs experience in civil service)	A copy of Official ID Card A Passport sized photograph with name and signature at the back A copy of Driver's license, or National identity card, or international passport

N.B: Kindly ensure that your guarantors must complete all the fields in the form below. As wrong, unverifiable and falsified information of your guarantors will lead to disqualification of your application/termination of employment where applicable.

Section B: Business Owner

(This section is to be completed by anyone with a business registered with the Corporate Affairs Commission [C.A.C.])

GUARANTOR'S UNDERTAKING FORM

This form must be completed in the guarantor's own handwriting - Students and Unemployed Persons are not to stand as guarantors - Guarantor cannot stand as a referee and vice versa - Guarantor must state their valid and functional email address and phone numbers - Guarantor must be between 30 - 70 years old and must be any of the following:

Guarantor Requirement	Requirement
A Civil Servant (Grade Level 7 & above or Grade level 6 with not less than 2yrs experience in civil service)	A copy of Official ID Card A Passport sized photograph with name and signature at the back A copy of Driver's license, or National identity card, or international passport
A Banker	A Passport sized photograph with name and signature at the back Copy of Bank's ID Card A copy of Driver's license, or National identity card, or international passport
A practicing professional such as Lawyer, Doctor, Pilot, Chartered Accountant, Registered Engineer	A Passport sized photograph with name and signature at the back Copy of Work ID Card A copy of Driver's license, or National identity card, or international passport
A Lecturer in a reputable Higher Institution	Copy of Work ID Card A Passport sized photograph with name and signature at the back A copy of Driver's license, or National identity card, or international passport
Registered Business Owners (Limited Liability Companies)	A passport sized photograph with name and signature at the back Copy of Work ID Card Copy of Company registration document (CAC/CO7) A copy of Driver's license, or National identity card, or international passport

N.B: Kindly ensure that your guarantors must complete all the fields in the form below. As wrong, unverifiable and falsified information of your guarantors will lead to disqualification of your application/termination of employment where applicable.

PLEASE, DO NOT GUARANTEE SOMEONE NOT WELL KNOWN TO YOU FOR AT LEAST 3 YEARS.

ALSO, PROVIDE VALID AND FUNCTIONAL EMAIL AND CONTACT PHONE NUMBERS AS A GUARANTOR, YOU WILL BE CONTACTED FOR VERIFICATION.

KINDLY RESPOND IMMEDIATELY AND WITHIN 24HRS ONCE CONTACTED.

EMPLOYEE'S DATA

Title:

SURNAME:

Other Names:

GUARANTOR'S DATA

Title:

SURNAME:

Other Names:

Date of Birth:

Age:

Religion:

Residential Address:

Nearest Bus stop:

Closest landmark:

Mobile Telephone No(s):

Personal Email Address:

Business/Organization Name:

Business/Organization Address:

Nearest Bus stop:

Closest landmark:

Office Telephone No(s):

Occupation/Profession/Job Title:

Since:

Job Grade/Level at Work:

Official Email Address:

DECLARATION BY GUARANTOR

I _____ hereby confirm that Mr./Mrs./Miss _____ of _____ has been known to me for _____ years as (State Relationship) _____. I declare that all information and ID tendered for this purpose are valid and authentic, any false information given may lead to termination of the job offer. I confirm that the applicant's house address provided above is valid and correct. I confirm that he/she is of good character, fit and proper to be considered for employment. I, on the strength of this, accept to be his/ her Guarantor; produce him/her or to indemnify Workforce Outsource and / or its subsidiaries or related companies for any loss or liability suffered or incurred as a result of the action, inaction, negligence or fraud by the Employee should the need arise. If I am unable to produce him/her for any loss or liability suffered or incurred as a result of his/her action, inaction or fraud; and if he is unable to in his/her own capacity remedy or refund within an agreed time loss or liability suffered or incurred; I as the Guarantor accepts to remedy or refund the loss or liability suffered. Please Note: "Workforce Outsource requires that you assume the responsibility of regularly counseling the candidate to ensure that he/she is of good conduct at all times."

I hereby declare and affirm that the statements are true and correct in accordance with the Oaths Law of Nigeria.

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Guarantor's Signature/Date

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Witness Full Names,

.....
Signature and Date