

D.O.X

Employment Application

Please answer below the question unless stated otherwise. Instructions for submitting your application are on PAGE TWO - there are also basic job descriptions.

Forum Username: ShadowLink17

Discord Tag: 3352

Minecraft Username: ShadowLink17

Position(s) Applying for:

**Mark with an X in between the square brackets*

☐ Landscaper

☐ Interior Designer

☐ Appraiser/Design Consultant

☒ Receptionist/Executive Assistant

Qualifications:

**List any University certifications, driving certifications or other experience*

-Tour Guide

- Driver

- Entrepreneur

- Farmer

Why are you interested in D.O.X?:

I really like working in companies and this looks like an amazing company to work with.

Do you agree to allow D.O.X's Owners and/or Managers to contact you via either the forums, discord or in game regarding this application and your

hiring?: **Note, refusing results in an immediate application denial unless you reach out to us to request an alternative form of contact.*

Yes.

Thank you for completing your application to work with D.O.X - we are excited to meet with you soon to discuss your future with our company! To complete this application, contact XanderDox#2835 on Discord, or XanderDoxen on the Forums with a link to your completed application.

We will contact you to set up an interview after we process your application. You will be informed if we have decided not to select you for a position, or if we are interested in offering you an alternative position. You are always welcome to re-apply one week after your last rejection.

Important Note: Your final job description will be decided on at contract - your job title is not solely reflective of your job duties, and your full duties will be discussed at the point-of-contract.

Brief Job Descriptions

Landscaper - Handles outside gardening, design and aesthetics. Your primary work involves making the exterior of buildings pretty, and sometimes public spaces such as parks!

Interior Designer - Handles internal design, aesthetics and construction. Your primary work involves coming in after a building has been completed, and renovating the interior as decided on with the client and D.O.X management. You will help D.O.X maintain a portfolio of pleasing room designs for quick and easy construction work.

Fulfillment Associate - Responds to client orders for wood or stone with extreme haste and meets all required client quotas by the deadline agreed upon.

Appraiser/Consultant - Provides assistance to clients in determining whether or not they may need additional D.O.X services, and provides a rating for the current aesthetic/beauty of the property. Must have a knowledge of property laws - previous experience as a Property Inspector is valuable.

Receptionist/Executive Assistant - Works directly with the Owner and Management of D.O.X to ensure the company remains organized. Mans the HQ to recruit new applicants and clients, and advertises the business. This is a highly social position with possibility of promotion.