



APPLICATION FOR EMPLOYMENT

Non-Sales Position

1. Personal Information

Name: _____
Last First Middle Maiden

Date of Birth: DD MM CC YY _____

National Insurance Number: _____

Marital Status: Single Married Widowed Divorced

Address: _____
Street City P.O. Box Email

Telephone Contacts: Home (242) Work (242) Cell (242) _____

Place of Birth: _____ **Nationality:** _____

Have you ever been convicted of a crime? Yes No

If yes, please explain:

2. Employment History

| Name & Address of Employer | Job Title/Previous Salary | MM/YY | Duration of Employment |
|----------------------------|---------------------------|-------|------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

Have you ever been terminated? Yes No

If yes, organization(s), please explain:

Have you ever worked at Family Guardian in the past? Yes No

If yes, provide: Job Title: _____ Dept: _____ Supervisor: _____

3. Employment/Salary Desired

Position Sought: _____

Salary Desired: _____

Do you have any relatives in our employment? Yes No

If yes, state name, relationship and department: _____

Are you presently employed? Yes No

Have you ever applied to this Company before? Yes No

If yes, to which Department: _____ When: _____

Referred by: _____

4. Education

Secondary School

School: _____ When: _____

Graduate: Yes No Standard Attained: _____

Achievements: (No. of BGCSEs) _____

Subjects & Grades:

| | | | | | |
|----|-------|-------|-----|-------|-------|
| 1. | _____ | _____ | 2. | _____ | _____ |
| 3. | _____ | _____ | 4. | _____ | _____ |
| 5. | _____ | _____ | 6. | _____ | _____ |
| 7. | _____ | _____ | 8. | _____ | _____ |
| 9. | _____ | _____ | 10. | _____ | _____ |

Post-Secondary School

School: _____ When: _____

Graduate: Yes No Standard Attained: _____

Achievements: (Degree): _____

Other Training/Designations

School/Organization: _____ When: _____

4. Education *Continued*

Other Training/Designations *Continued*

Graduate: Yes No

Standard Attained: _____

Achievements: _____

Do you plan to continue your education? Yes No

If yes, when: _____ Course: _____

5. Professional References

Give below the names of three/four individuals (not relatives, friends, political dignitaries or ministers of religion) who know you well and to whom the company can refer. Please include last employer.

| Name | Address | Telephone | Relationship | Years Acquainted |
|------|---------|-----------|--------------|------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

6. Other Activities

Are you a member of:

Rotary, Kiwanis or any other Service Club? Yes No

If yes, please provide list:

1. _____
2. _____
3. _____
4. _____
5. _____

Do you have any religious customs, which may govern your work hours, dress code or

other practices? Yes No

If yes, please explain:

6. Other Activities *Continued*

What hobbies do you have? Please give details below of activities, hobbies and offices held.

7. Your Health

Please describe any illnesses you may have had in the past five (5) years:

Do you have any medical conditions (*including pregnancy*) that warrants ongoing medical treatment or medication?

Yes No

If yes, please describe:

Do you have any medical conditions or impairment that might compromise your ability to perform the duties of the position applied for?

Yes No

If yes, please describe:

I CERTIFY THAT THE ANSWERS GIVEN IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT IN THE EVENT OF EMPLOYMENT, ANY MISREPRESENTATION OR OMISSION OF FACTS IN THIS APPLICATION OR INTERVIEW(S) IS CAUSE FOR DISMISSAL. I FURTHER UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY OFFER OF EMPLOYMENT CONSTITUTES AN EMPLOYMENT CONTRACT UNLESS FAMILY GUARDIAN AND I EXECUTE A WRITTEN AGREEMENT TO THAT EFFECT. I UNDERSTAND THAT A DRUG TEST AND PHYSICAL EXAMINATION FORM A PART OF THIS APPLICATION PROCESS*. I FURTHER UNDERSTAND THAT IF EMPLOYED I WILL UNDERGO A 3-MONTH PROBATIONARY EMPLOYMENT PERIOD.

Signature of Applicant

Date

* **Please note:** All candidates considered for employment will be required to submit copies of BGCSE/Diploma certificates, three written references (including former employer), a recent police certificate (issued within last 6 months) and copies of passport information. A copy of your National Insurance card and two (2) passport photos are required once hired. Additionally, candidates are required to complete a background release form authorizing our Company to perform a background check, in the event that you are given a job offer. This form will be provided to your current employer after you have accepted our job offer.