



### APPLICATION FOR EMPLOYMENT

**Non-Sales Position**

#### 1. Personal Information

**Name:** \_\_\_\_\_  
Last First Middle Maiden

**Date of Birth:** DD MM YY YY

**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. 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	Years Acquainted
1.			
2.			
3.			
4.			

#### 3. Employment Desired

**Position Sought:** \_\_\_\_\_

### 3. Employment Desired *Continued*

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, 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: \_\_\_\_\_

Graduate:  Yes  No Standard Attained: \_\_\_\_\_

Achievements: \_\_\_\_\_

#### 4. Education *Continued*

##### Other Training/Designations *Continued*

Do you plan to continue your education?  Yes  No

If yes, when: \_\_\_\_\_ Course: \_\_\_\_\_

#### 5. Employment History

Name & Address of Employer	Job Title	MM/YY	Specific Reason for Leaving
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: \_\_\_\_\_

#### 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. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

## 6. Other Activities *Continued*

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

Yes  No

*If yes, please explain:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.

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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.