

application for employment

please print legibly with ink or type:

gender: male female

first name: _____ last name: _____ middle initial _____

date of birth: _____ age: _____ mobile no: _____

address: _____ email address: _____

city of residence: _____ country of residence: _____

city of birth: _____ country of birth: _____

passport no: _____ national insurance no: _____

educational history

highest level of education obtained:

high school college grad school certificate

did you graduate: yes no degree: _____

major/field of study: _____

school: _____ country: _____

please provide 2 references. both cases being a previous employer from different establishments:

reference no 1:

first name: _____ last name: _____

business name: _____ supervisor's full name: _____

business address: _____ phone number: _____

reference no 2:

first name: _____ last name: _____

business name: _____ supervisor's full name: _____

business address: _____ phone number: _____

emergency contact information:

first name: _____ last name: _____

phone no.1: _____ phone no.2: _____

relationship: _____ email: _____



are you eligible to work in the bahamas?

yes

no

please indicate your desired employee status:

full time

part-time

do you own reliable transportation?

yes

no

are you enrolled or completed childcare certification?

no

do you have a food handlers certification?

yes

no

are you first aid or bls certified?

bls

first aid

neither

have you ever been imprisoned or convicted of any crime in the bahamas?

yes

no

application for employment - part 2

please print legibly with ink or type:

will you be joining us from another school or educational institution?

yes no

if yes, please provide the name of the institution: _____

do you have any physical condition which might limit your ability to lift children or perform any function of the job you are applying for?

yes no

if yes, please explain: _____

are there any restrictions on the hours you can work?

yes no

if yes, please explain: _____

do you have experience with children?

yes no

if yes, please tell us about it: _____

do you have any special job related skills or qualifications?

yes no if yes, please explain: _____

employment history:

last employers name:

dates of employment:

from _____ to _____

job title:

employers address:

city: _____ country: _____ phone: _____

starting compensation: _____ ending compensation: _____ were you fired?

yes no

description of duties and responsibilities:

reason for leaving: _____

2nd last employers name:

dates of employment:

from _____ to _____

job title:

employers address:

city: _____ country: _____ phone: _____

starting compensation: _____ ending compensation: _____ were you fired?

yes no

description of duties and responsibilities:

reason for leaving: _____

do you smoke?

yes

no

do you speak a foreign language?

yes

no

if yes, which:

are you currently employed?

yes

no

are there any days or hours you are unable to work?

no

yes i have

explain:

preferred area:

yard man & maintenance

kitchen

janitor

receptionist

kindergarten

pre-kindergarten

toddlers

tumblers

infant care

application for employment - part 3

please print legibly with ink or type:

did you give us permission to contact your previous employer/s:

yes no

please read and agree to the following statements by signing below. before signing please ask any questions you may have.

i certify that the above information is true and correct and i give authorization for investigation of all statements and information contained in this application, my resume, other documents or verbally obtained details during an employment interview. i voluntarily consent to allow greyford academy or any of their representatives or agents to check my references by contacting any persons, company or governmental entity they deem to be an appropriate reference. i understand the reference questions may pertain to my personal or educational background, work experience, character and behavior. i understand my employment is subject to satisfactory verification of this information and agree that deliberate falsification of this document or significant omissions shall be grounds for suspension or dismissal from employment, if discovered at a later date. i pledge, if hired, to comply with the guidelines of conduct and company policies and procedures of greyford academy. i also realize that company policies, procedures, practices or statements made during an interview or employment do not create an employment contract by implication or otherwise. i further understand and agree that my employment is for no definite period of time and may, regardless of time and manner be terminated by the company or myself with or without cause or previous notice. i understand that employment may be subject to satisfactory completion of a physical examination and/or drug screening by company physicians. i understand that if hired, i'm entering into a contract relationship whereas greyford academy provides employment by the school year. i understand that this application will be kept in a current file for sixty days. if i am not contacted during that period, it may be necessary to complete another application to receive employment consideration in the future as both my personal details and requirements change from time to time.

i have received and read the job description for the position that i am applying for and agree that i meet the physical requirements for the position as listed.

signature of applicant:

date:

