

EMPLOYMENT APPLICATION FORM

VACANCY APPLIED FOR:

PERSONAL DETAILS

Name: _____ Title: _____ Date of Birth: _____

CID No. _____

Address: _____

Telephone: _____ Mobile: _____

Email: _____ Preferred contact: _____

Are you currently employed? Yes No

Are you available to commence employment immediately? _____

If not, what is your current notice period? _____

EDUCATION	Secondary School	College/University	Post-graduate/Professional
Name of Educational Institute			
Diploma/Degree/ Certificate received			
Honors received			
Specialized training skills/ extracurricular activities			

EMPLOYMENT EXPERIENCE

Please list your current/recent employer first.

Employer:		Dates Employed	
Address:		Form:	
Telephone No:		To:	
Job Title:		Manager/Supervisor:	

Types of Business:		Reason for Leaving:	
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Employer:		Dates Employed	
Address:		Form:	
Telephone No:		To:	
Job Title:		Manager/Supervisor:	
Types of Business:		Reason for Leaving:	

Employer:		Dates Employed	
Address:		Form:	
Telephone No:		To:	
Job Title:		Manager/Supervisor:	
Types of Business:		Reason for Leaving:	

Additional pages of employment experience are attached to this application

REFEREES

Please provide contact details for two referees for your application, at least one of which must be a professional referee.

Referee 1

Name: _____ Title: _____ Position: _____
 Relationship to Applicant: _____
 Address: _____
 Telephone: _____ (Home) _____ (Mobile) _____ (Work)
 Email: _____

Referee 2

Name: _____ Title: _____ Position: _____

Relationship to Applicant:

Address:

Telephone: _____ (Home) _____ (Mobile) _____ (Work)

Email:

SPECIALIST SKILLS & QUALIFICATIONS

Please list any additional skills/memberships/licenses/certificates you feel support your application:

Additional pages of specialist skills & qualifications are attached to this application

DECLARATION

Please read carefully and sign the statement below: I understand and agree that:

II The information I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during interviews, can justify the refusal of employment, or if employed, the termination of employment.

II Any offer of employment I may receive from BTI is contingent upon my successful completion of the Organization's pre-employment screening process, including BTI receiving references it considers satisfactory.

II All of my present and former employers and those individuals I have listed as references may be requested to furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities and other qualities pertinent to my qualifications for employment.

II I agree to BTI keeping this application on file for the purposes of considering my current application and also in the event that future vacancies arise for which I may be suitable.

Signature: Date: