



Application for Employment

Date of Application: ___/___/20___
Day Month Year

Applying for Employment As: Administration Faculty Support Staff **Available From:** _____

Vacancy Applying For: _____

1. Personal Information

Legal Name: _____
Last First Middle Maiden

Gender: Male Female **Date of Birth:** ___/___/___ **Citizenship:** _____
Day Month Year

National Insurance Board #: _____

Permanent Address: _____
Number Street

City Island P.O. Box Country

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

Email: _____

Place of Employment (if any): _____ **Occupation:** _____

2. Educational History

In chronological order, list all previous schools, colleges, and universities attended. If more space is needed, continue on a separate sheet of paper. *Official transcripts from all institutions attended will be required if your application is successful.*

INSTITUTION NAME	COUNTRY	DATES ATTENDED	QUALIFICATION/CREDITS RECIEVED
1.		From: To:	
2.		From: To:	
3.		From: To:	

List all exams passed and their subjects/levels. Include certified copies or score reports. *Original certificates will only be returned if a pre-labeled return envelope is provided. If not, it becomes part of the permanent file.*

BGCSE SUBJECT	GRADE

SAT REASONING	SCORE
VERBAL	
MATHEMATICS	

CXC/CAPE/GCE	LEVEL

SAT SUBJECT TEST	SCORE

3. Employment History

In chronological order, list all places of previous employment *If your application is successful, a complete employment verification will be done prior to onboarding.*

EMPLOYER NAME AND ADDRESS	POSITION	DATES EMPLOYED	SUPERVISOR OR HUMAN RESOURCES CONTACT
1.		From: To:	
2.		From: To:	
3.		From: To:	
4.			

Have you ever been terminated from any employer for any reason? YES NO

If yes, please briefly explain the circumstances surrounding the dismissal.

4. Checklist

In order for your Application for Employment to be considered, please return it with:

- Completed Application for Employment
- Photograph
- Copy of Passport Data Page
- Copy of NIB Card
- Copy of Residency Card if not a Bahamian
- Unofficial Transcripts from other institutions attended
- Copies of All Degrees and Diplomas
- Medical Form (due upon acceptance)

5. Declaration

I certify that the information I have provided in this application is complete and correct to the best of my knowledge. I understand that any misrepresentation may result in my termination from the college. If I am selected for and choose to accept a position at the college, I agree to abide by the policies and procedures governing the conduct of employees.

Signature of Applicant _____ **Date:** _____