

ApplicationNumber:



APPLICATION FOR EMPLOYMENT

Name:

Complete all sections and return completed application to:

, Human Resources
Bahamas Baptist University College

Nassau, N.P., The Bahamas

Phone: (242) 819-2282 (BBUC)

E-mail: hr@bbuc.edu.bs



APPLICATION FOR EMPLOYMENT

Full-time

Part-time

Temporary

Position Desired:

PERSONAL INFORMATION

Last Name: _____ : _____ First Name: _____ : _____ Middle Name: _____

Date of Birth: _____ / _____ / _____ Place of Birth: _____ Sex: Male Female
Day / Month / Year

Nationality: _____ : _____ Previous Nationality, if any: _____ : _____

Address: _____

P. O. Box: _____ E-mail: _____

Home Phone: _____ Cell Phone: _____ Fax: _____

National Insurance No.: _____ Driver's Licence No.: _____

Marital Status: Single Married Separated Divorced Other (Explain): _____

Number of Dependents: _____ Ages: _____

Do you have any special needs or requirements? Yes No

If the answer is yes, please explain.

Have you been seriously ill within the past 10 y 10 years? Yes No

If the answer is yes, please explain.

Do you have any relatives currently employed by BBUC? Yes No

If the answer is yes, list their names and relationship to you.

Person to Notify in the Event of an Emergency

Name: _____ Relat _____ Relationship: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

EDUCAITONAL B L BACKGROUND

List secondary schools, colleges and universities attended and certificates, degrees or other qualifications obtained.

Name of Institution	Address	Dates of Attendance		Qualifications Obtained
		From	To	

EMPLOYMENT HISTORY

List employment starting with most recent employer.

Wages		Name and Address of Employer	Job Title, Department and Name of Supervisor	Date	
Start	Final			From	To
Describe Duties			Reason for Leaving		

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RELEVANT INFORMATION

Provide any information such as course taught/ level/ skills for the job.

REFERENCES

Provide the names, addresses and telephone numbers of three references other than relatives.

Name	Address	Telephone

SUPPORTING DOCUMENTS

This application for employment **MUST** be accompanied by the following documents.

- (a) Copies of academic qualifications
- (b) Copies of up-to-date transcripts upload to bbuctranscripts@bbuc.edu.bs
- (c) Copy of birth certificate/relevant page nt pages of valid passport
- (d) Copy of valid driver's license
- (e) Copy of National Insurance ID card
- (f) Medical certificate of fitness
- (g) Police record

DECLARATION

Attach recent photograph.	<p>I declare that the information in this application, which is subject to verification by Bahamas Baptist University College is correct. I understand that any misleading or incorrect information may render the application void and may be cause for immediate dismissal in the event of my employment. If I am employed, I agree to abide by the rules of BBUC and to work such hours as may be deemed necessary.</p> <p>Signature: _____ Date: _____</p>
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FOR OFFIC FOR OFFICIAL USE ONLY

Position: _____	Date Employed: _____
Department: _____	Probationary Period: [] Six [] Six months [] [] One year
BBUC Employee No.: _____	National Insurance No.: _____
Salary: _____	Grade: _____ Scale: _____
Pensionable: [] Yes [] No	Leave Cycle: [] Academic [] Calendar
Comments: _____	
