

**Dwellings is an equal Opportunity Employer**

Applicants are considered for all positions without regard to race, color, creed, religion, sex, national origin, citizenship status, age, sexual orientation, marital status or as protected by applicable Barbados Law.

**Personal**

Last Name			First			Middle			Date of application		
Present Street Address									Home Phone		
Parish						Post code			Business Phone		
Previous Street Address									Cell Phone		
Parish						Post Code					
Have you ever applied for employment with Dwellings?						<input type="checkbox"/> Yes			<input type="checkbox"/> No		
Have you ever been employed with Dwellings?						<input type="checkbox"/> Yes			<input type="checkbox"/> No		
If Yes: Month and Year											
Date of Birth :						Gender: <input type="checkbox"/> Female			<input type="checkbox"/> Male		
Marital Status :											
Name and address of parent or guardian if applicant is a minor											
If hired can you proof you are eligible to work in Barbados?						<input type="checkbox"/> Yes			<input type="checkbox"/> No		
National ID/NIS/Work Permit # :											
Have you ever been convicted for a crime?						<input type="checkbox"/> Yes			<input type="checkbox"/> No		
(Please attach Police Certificate of Character)											

**Employment Desired**

Position desired							Salary expected						
Specify hours and days available <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal													
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No													
Date available for work													
How were you introduced to Dwellings?													
<input type="checkbox"/> Walk-In <input type="checkbox"/> Employee referral <input type="checkbox"/> College/University <input type="checkbox"/> Dwellings Ads <input type="checkbox"/> Other – pls specify:													
Are you acquainted with anyone who works for Dwellings? <input type="checkbox"/> Yes <input type="checkbox"/> No													
Name:													

**References**

Give name, address and telephone number(s) for three references who are not relatives or former employers, whom you have known for at least three years

Name and occupation	Address	Telephone

**EMPLOYMENT HISTORY – Please provide details of previous employment****Employer 1**

Company Name	Telephone
Address	Employed(State month and year) From _____ To _____
Name of supervisor	Monthly Pay Start _____ Last _____
State Job title and describe your work	Reason for leaving
	Is there a reason why you would not want us to contact this employer?
	Your name when employed, if different than present name

**Employer 2**

Company Name	Telephone
Address	Employed(State month and year) From _____ To _____
Name of supervisor	Monthly Pay Start _____ Last _____
State Job title and describe your work	Reason for leaving
	Is there a reason why you would not want us to contact this employer?
	Your name when employed, if different than present name

**Employer 3**

Company Name	Telephone
Address	Employed(State month and year) From _____ To _____
Name of supervisor	Monthly Pay Start _____ Last _____
State Job title and describe your work	Reason for leaving
	Is there a reason why you would not want us to contact this employer?
	Your name when employed, if different than present name

**Employer 4**

Company Name	Telephone
Address	Employed(State month and year) From _____ To _____
Name of supervisor	Monthly Pay Start _____ Last _____
State Job title and describe your work	Reason for leaving
	Is there a reason why you would not want us to contact this employer?
	Your name when employed, if different than present name

**In case of emergency, please notify:**

Name		
Address	City	Parish/ code
Daytime phone number		

## Education

Secondary School	City	Subjects Completed at CXC or Advanced Level	
Tech or trade School	City	Course of study	
College/ University	City	Date Completed	Degree(s) completed
College/ University	City	Date Completed	Degree(s) completed

Additional job related seminars, short courses, workshops or other relevant educational experiences?

Please list any job related clubs, professional societies or other associations to which you belong.

## Retailing Skills

What types of merchandise have you sold?

What equipment have you used?

List any other special training or skills (e.g., computer, machine operation, foreign language fluency, etc.) relevant to the position for which you are applying.

Have you ever visited Dwellings before now?

Why would you like to work for Dwellings?  Yes  No Describe your experience.

Describe a specific situation where you have provided excellent customer service. Why was this effective?

## Agreement

I hereby certify that the information that I have provided in this employment application is true and correct to the best of my knowledge, and that I have not withheld information that would, if disclosed, affect this application unfavorably.

I understand that falsified or intentionally misleading information in any detail or significant omissions from this application may disqualify me from further consideration for employment or may result in my termination if discovered after my hire. I agree that Dwellings Inc shall not be liable for disqualifying or terminating me under such circumstances.

I authorize Dwellings Inc and its agents to investigate my personal educational and employment history; agree to cooperate in such investigation; and authorize any former employer, school, person, firm, corporation, credit agency, government agency or other entity to provide Dwellings Inc with any information it, he or she may have about me,

to the full extent permitted by applicable law. In consideration of Dwellings review of this application, I hereby release Dwellings Inc, its agents, and all providers of information from any liability that results from furnishing or receiving this information, except as otherwise limited by applicable law.

I further agree that, if employed, I will conform my conduct to Dwellings Inc rules and regulations.

**I have read the above applicant agreement, and understand and agree to its terms.**

Signature

Date

## Reference Check (To be completed by Personnel Department)

Name	Comments	Reference returned
1		
2		
3		
4		