

## Application for Employment

Note: The information submitted on this form will be treated as private and confidential. Please complete all sections of this application in ink even if submitting a résumé or curriculum vitae.

### Personal Information

Title  Mr.  Mrs.  Miss  Ms.  Dr.  Other

Surname

First name(s)

Middle initial

Are you known or have you previously been known by any other name(s)?  Yes  No

*If yes, please state all names.*

Home address

Mailing address

Email address

Home telephone

Business telephone

Other telephone(s)

Date of birth day/month/year

Nationality

### Job Details

Position applied for

Salary expectations

Date available day/month/year

Type of employment sought

Permanent  Temporary  Summer  Management Associate Programme

Availability

Part-time  Full-time  Shift

## Job Details – continued

How did you learn of the position?

- Previous Bank of Bermuda experience  
 Advertisement  
 Recommendation  
 Referred by employee – *Provide employee name*
- Campus recruitment  
 Website

Department

- Other

Please specify any technical aid or special arrangements required if you are called for an interview (e.g. services of a sign language interpreter, special equipment, etc.)

- My résumé/curriculum vitae is attached

## Employment Details

Are you entitled to seek employment in Bermuda?  Yes  No

- If yes, by reason of:
- Being Bermudian (by birth or grant)  Spouse of a Bermudian  
 Permission to seek (attach copy of the letter from Immigration)  Working Resident's Certificate (please attach copy)  
 Currently hold a valid work permit

Are there any known circumstances which might interfere with your ability to perform the job for which you are applying?  Yes  No

If yes, give details.

Have you ever been employed by Bank of Bermuda or any companies subcontracting to Bank of Bermuda?  Yes  No

If yes, give details including dates employed.

Have you ever applied to Bank of Bermuda before?  Yes  No

If yes, give details including position applied for and date application was made.

Names and positions of any immediate relatives known to you within Bank of Bermuda, stating relationship to you.

Have you ever been convicted of a criminal offense?  Yes  No

If yes, please give details.

Only complete if a driving license is required for the position you are applying for.

Do you hold a current driving license?  Yes  No

Do you have any driving convictions?  Yes  No

If yes, please give details.

## Education

### Secondary education

Date From month/year	Date To month/year	School	Qualification

### Further education – Please note you will be required to provide proof of all qualifications.

Date From month/year	Date To month/year	University/College	<input type="checkbox"/> Full-time	<input type="checkbox"/> Evening	<input type="checkbox"/> Correspondence	Qualification

Courses Taken

Date From month/year	Date To month/year	University/College	<input type="checkbox"/> Full-time	<input type="checkbox"/> Evening	<input type="checkbox"/> Correspondence	Qualification

Courses Taken

### Other training received – Please give details.

Membership of professional bodies, institutes, clubs or societies – please give details including dates of admittance.

Are you proficient with computers?  Yes  No

If yes, state which system(s) you are familiar with and your level of competence.

Other computer skills

Office skills  Typing \_\_\_\_\_ wpm  Shorthand \_\_\_\_\_ wpm  Data entry

### Other skills

Foreign languages in which you are fluent – written/spoken.

Do you have any commitments (e.g. military reserve, local government, judicial, etc.) which may affect your working hours?

Leisure and other hobbies (including details of any posts you currently hold or have held).

**Previous Employment Record** – Please detail all previous employment. (If no previous work experience, skip to bottom of page 6.)

**Current or last job**

Name and address of employer

Date of joining *day/month/year*

Date of leaving *day/month/year*

Your job title

Nature of business

Starting salary

Leaving salary

Describe your main duties – *Please use additional sheet if necessary.*

Why did you leave/why are you considering changing your job?

**Employment Reference**

Name

Job title

Relationship to you ie. Supervisor, Co-worker

Telephone

Facsimile

Email

**Previous job**

Name and address of employer

Date of joining *day/month/year*

Date of leaving *day/month/year*

Your job title

Nature of business

Starting salary

Leaving salary

Describe your main duties – *Please use additional sheet if necessary.*

Why did you leave/why are you considering changing your job?

**Employment Reference**

Name

Job title

Relationship to you ie. Supervisor, Co-worker

Telephone

Facsimile

Email

## Previous Employment Record – continued

### Previous job

Name and address of employer

Date of joining *day/month/year*

Date of leaving *day/month/year*

Your job title

Nature of business

Starting salary

Leaving salary

Describe your main duties – *Please use additional sheet if necessary.*

Why did you leave/why are you considering changing your job?

### Employment Reference

Name

Job title

Relationship to you ie. Supervisor, Co-worker

Telephone

Facsimile

Email

### Previous job

Name and address of employer

Date of joining *day/month/year*

Date of leaving *day/month/year*

Your job title

Nature of business

Starting salary

Leaving salary

Describe your main duties – *Please use additional sheet if necessary.*

Why did you leave/why are you considering changing your job?

### Employment Reference

Name

Job title

Relationship to you ie. Supervisor, Co-worker

Telephone

Facsimile

Email

## Previous Employment Record – continued

### Previous job

Name and address of employer

Date of joining day/month/year

Date of leaving day/month/year

Your job title

Nature of business

Starting salary

Leaving salary

Describe your main duties – *Please use additional sheet if necessary.*

Why did you leave/why are you considering changing your job?

### Employment Reference

Name

Job title

Relationship to you ie. Supervisor, Co-worker

Telephone

Facsimile

Email

**If you have no prior work experience, please complete the below.**

### Personal Reference

Name

Telephone

Facsimile – *If available*

Email

Relationship to you

### Personal Reference

Name

Telephone

Facsimile – *If available*

Email

Relationship to you

### Personal Reference

Name

Telephone

Facsimile – *If available*

Email

Relationship to you

### Unemployment Details

Please detail any periods of unemployment during the past five years.

### Additional Information

In what way have your experience and qualifications to date equipped you for the position for which you have applied?

*Please use additional sheet if necessary.*

Please give any additional information you consider relevant to your application.

*Please use additional sheet if necessary.*

### Declaration

I certify that the information in this application and, if applicable, on any attachments which form an integral part of this application, is true and complete to the best of my knowledge, and I understand that any misleading or false information or omission provided herein will result in my ineligibility for employment, or if employed, dismissal for cause, without notice or payment thereof. I understand that my employment is entirely subject to satisfactory written or verbal previous employers' reports and personal references, and that I will have to serve and satisfactorily complete a **probationary period** of three months employment before appointment to regular staff.

Bank of Bermuda conducts reference checks, including all periods of unemployment. I agree to allow Bank of Bermuda to make any appropriate reference checks including educational, criminal, financial and employment.

Date day/month/year

Signature

