

# HUMAN RESOURCES & MANAGEMENT

## SECTION 1: APPLICATION FOR EMPLOYMENT

### TELL US ABOUT YOURSELF

Name: \_\_\_\_\_  
Last First Middle

Nationality: \_\_\_\_\_ Place of Birth \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_  
M D Y

Current Residential Address: \_\_\_\_\_

Main Telephone Number: \_\_\_\_\_ Alternative Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

National Insurance No: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Do you have a valid right to work in the Bahamas? Yes \_\_\_\_\_ No \_\_\_\_\_

Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_

Spouse Name: \_\_\_\_\_ Number of Children \_\_\_\_\_

Have you ever been arrested? \_\_\_ Yes \_\_\_ No Have you ever been convicted of a crime? \_\_\_ Yes \_\_\_ No

Position Desired: \_\_\_\_\_

Type of work you are looking for? Full Time/ Part Time / Temporary / Seasonal

Do you accept and agree to the Company's Drug and Alcohol testing policy? Yes \_\_\_\_\_ No \_\_\_\_\_

### REFERENCES - Please provide three (3) Names of reference as well as their phone contacts

(Previous employers or professional/academic people who know you well. Friends and family will not be accepted.)

Name/s (First, Last)

Contact Information

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EDUCATION & PREVIOUS EMPLOYMENT:

Please provide a current CV and/or links to your online profile(s) with up-to-date information on your education & employment history.

**SECTION 2: TRAINING**

**TRAINING COMPLETED**

The applicant has successfully completed and passed training? Yes \_\_\_\_\_ No \_\_\_\_\_

The Applicant is entitled to receive B\$20.00 per day for training:

Date of Training	Payment Received	Applicant Signature

Position to be offered: \_\_\_\_\_

Signed: \_\_\_\_\_  
Gina Sweeting \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 3: OFFER OF EMPLOYMENT**

**EMPLOYMENT**

Upon completion of Titan Hospitality’s 180-day trial period and a passing evaluation, we offer you the applicate, a full-time position with Human Resources & Management Ltd. Under this offer of employment, you hereby agree to work at one of Titan Hospitality’s locations at the following rate of pay per hour B\$\_\_\_\_\_. Please sign below that you have read and agreed to Titan Hospitality’s Employee Handbook, a copy of which can be found at www.titan.bs

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYEE BANK INFORMATION**

Bank Name: \_\_\_\_\_ Branch Location: \_\_\_\_\_

Account Number: \_\_\_\_\_ Savings/Checking: \_\_\_\_\_

**UNIFORMS**

Titan Hospitality has provided you with the following uniforms at cost. Should you lose or require additional uniform then the cost of such shall immediately be deducted from the employee’s pay check.

Uniform Pieces Provided: Shirts \_\_\_\_\_ Skirts \_\_\_\_\_ Belts \_\_\_\_\_ Pants \_\_\_\_\_ Aprons \_\_\_\_\_

Jackets \_\_\_\_\_ Hats \_\_\_\_\_ Blouse \_\_\_\_\_ Vest \_\_\_\_\_ Suspenders \_\_\_\_\_ Ties \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

