

# APPLICATION FOR EMPLOYMENT

All fields are mandatory and must be completed in CAPITAL LETTERS.

Position you are applying for: \_\_\_\_\_

## Section 1: Applicant Information

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

Given Names at Birth: \_\_\_\_\_  
First Name Middle Name Last Name

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yyyy) Gender: Male ☐ Female ☐

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

Are you a citizen / resident of any other country? Yes ☐ No ☐

If yes, please state: \_\_\_\_\_

## Section 2: Address Information

Home Address: \_\_\_\_\_

Home Address (Last 5 years): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Telephone # \_\_\_\_\_ Mobile # \_\_\_\_\_ Email \_\_\_\_\_

## Section 3: Type of position you are applying for:

☐ Permanent / Full-Time

☐ Part-Time

☐ Student

☐ Irregular Full-Time

## Section 4: Proof of Identity

Only one valid proof of ID along with your Social Insurance Number is needed. A colour photocopy of ID must be submitted with application.

Passport Type & Number \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ National

ID Card # \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's

License # \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Insurance/Security # \_\_\_\_\_



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## Section 5. Educational History

School Attended	Level & Area of Study	Date Entered	Date Left	Degree

Please list below any additional skills, specialized training, other education, etc.:

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## Section 6: Employment History

### 5-YEAR EMPLOYMENT HISTORY

- Provide details of all employment covering the 5 years prior to this employment application.
- Verification letters from former employer(s) must accompany this application to support periods of employment listed.
- If there are any gaps between periods of employment **greater than 31 days**, provide reason(s).
- Complete in date order DD/MM/YYYY (**most recent first**).
- Continue on a separate sheet if necessary.

Period 1 (most recent)			
Employment/Gap in Employment (delete as appropriate)	Date From: dd/mm/yyyy		Date To: dd/mm/yyyy
Name of company <u>or</u> Reason for gap in employment:			
Position held in company:			
Reason for leaving:			
Address of Company:			
Person or Department in company to contact or Professional referee if for gap in employment:			
Telephone Number:		Email address:	



## APPLICATION FOR EMPLOYMENT

Period 2				
Employment/Gap in Employment (delete as appropriate)	Date From:		Date To:	
	dd/mm/yyyy		dd/mm/yyyy	
Name of company <u>or</u> Reason for gap in employment:				
Position held in company:				
Reason for leaving:				
Address of Company:				
Person or Department in company to contact or Professional referee if for gap in employment:				
Telephone Number:		Email address:		

Period 3				
Employment/Gap in Employment (delete as appropriate)	Date From:		Date To:	
	dd/mm/yyyy		dd/mm/yyyy	
Name of company <u>or</u> Reason for gap in employment:				
Position held in company:				
Reason for leaving:				
Address of Company:				
Person or Department in company to contact or Professional referee if for gap in employment:				
Telephone Number:		Email address:		

Period 4				
Employment/Gap in Employment (delete as appropriate)	Date From:		Date To:	
	dd/mm/yyyy		dd/mm/yyyy	
Name of company <u>or</u> Reason for gap in employment:				
Position held in company:				
Reason for leaving:				
Address of Company:				
Person or Department in company to contact or Professional referee if for gap in employment:				
Telephone Number:		Email address:		



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## Section 7: Criminal Background

Have you ever been convicted of a crime? Yes ☐ No ☐

If yes, please give details including dates (incl. year of incident):

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## Section 8: Applicant's Declaration

The information provided on this application form is required by Bermuda Security Group to meet the requirements of the Aviation Security and Piracy (Overseas Territories) Order and OTAR Part 178.

Checks will be made by Bermuda Security Group to verify the information provided. This will involve seeking additional information from third parties such as previous employers. The information provided along with a copy of your identification documentation will be stored on a database and will be safeguarded against unauthorised access.

Personal data may be disclosed to Police and other control authorities in the interest of national security and for the prevention and detection of crime.

If during the hiring process, the applicant is not successful, all personal data collected will be appropriately and immediately destroyed.

By signing, I hereby certify that the above information is correct. I understand that falsification of this information may prevent me from being hired or may lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records. I understand that the completion of the Application form *does not* constitute an offer of employment.

Signed .....

Name .....

Date.....

ALL APPLICANTS ARE SUBJECT TO MANDATORY POLICE SCREENING PRIOR TO CONSIDERATION OF THIS APPLICATION. THIS APPLICATION MUST BE FULLY COMPLETED. ONCE APPLICATION IS SUBMITTED TO BERMUDA SECURITY GROUP, THE RECRUITMENT PROCESS WILL CONTINUE.

