



Carlong Publishers (Caribbean) Limited Application for Employment

PLEASE READ: Download the form. Open in Adobe Acrobat Reader and complete all fields. Once the form is completed, click “submit”, which appears at the bottom of the form. You will be prompted to send the form in e-mail format. Please put “Employment Application” as the subject of the email. Thank you.

PERSONAL

Position applied forDate

Name (block capitals)

TRN # NIS #.....

Date of Birth Sex (M) (F) Nationality.....

Marital Status Number & Ages of Children

Present Address

.....

Mailing Address (if different)

.....

Tel # (Home)..... Tel # (Work)..... Tel # Cell).....

E-mail Next of Kin

EDUCATION

Secondary School

Dates of attendance: from to

Examinations passed: CXC/ 'O' levels/'A' levels/CAPE

.....

.....

.....

.....

Awards/scholarships
.....

Tertiary Institution(s) (College/ University/Other)

.....
.....

Dates of attendance: from to

Degree(s)/Diploma (s)

Thesis

Details of any further education

.....

Details of professional qualifications

.....

Extra Curricular activities (including offices held in these)

.....

.....

Languages (indicate written/spoken and assess fluency)

.....

Indicate your key skills/abilities/competencies from the list below

Computer Literate (knowledge of hardware and software applications)

Private/General Driver's Licence

Communication

Other

.....

.....

.....
Would you take a medical examination at our expense? Yes No

May we contact your present employer?

When could you start working if hired?

Please state period of notice you must give your present employer
.....

Please state the salary you are expecting to get
.....

How did you hear about Carlong?
.....

Have you applied for a position at Carlong before? If so, please give details.
.....

Do you have any relative(s) employed to Carlong?
.....

Personal Statement

This section is to allow you to set out in more detail your reason for making this application together with any additional information about yourself, your background, or your experience which you consider to be relevant to it.

Work History

Provide your work history overleaf beginning with your most recent employer. The information you give will be kept in strict confidence.

Organization	Kind of Business	Period of Employment		Major Accomplishments	Nature of Work	Reason(s) for leaving
		From	To			

Expand here if necessary on your present/most recent position.

List 3 references: (Provide Name, Address and Telephone Number)

- 1.
- 2.
- 3.

FOR OFFICE USE ONLY

Interviewer's Assessment of Applicant:

.....
.....
.....
.....

Recommended Salary

Department to which applicant will be assigned

Date of commencement of employment