



BUILDING MATERIALS LTD. DO IT CENTER

EMPLOYMENT APPLICATION

Date of Application _____ Application will only be considered when all questions are answered

D/ M/ Y

Name _____
Last First Middle Date Of Birth

PERSONAL INFORMATION

PRESENT ADDRESS		How Long at this Address	Home Phone	Cell Phone
PREVIOUS ADDRESS			How long at this address?	
BUSINESS ADDRESS			BUSINESS PHONE	
ALTERNATE PHONE	To comply with laws concerning the employment of illegal immigrants, will you be able to provide proof of employability, if extended an offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
National Insurance Number	Examples of Proof: National Insurance Card, Driver's License, Birth Certificate, Passport, Police Record, Work Permit (If Currently employed)			
Have you worked for Building Materials Ltd. before? If yes, when under what name? Position Held: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you presently employed? Name of Employer? If employed, why do you wish to change? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you filled an application here before? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you been interviewed here before? Date: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date Available For Work:	How much notice must you give?	Salary Expected: \$_____ per hour or \$_____ per month	Names of Relatives working at BML. Name _____ Relationship _____ Name _____ Relationship _____	
How Were You Referred To BML? <input type="checkbox"/> Current BML Employee <input type="checkbox"/> Agency (Name) _____ <input type="checkbox"/> Advertisement <input type="checkbox"/> On my own <input type="checkbox"/> School <input type="checkbox"/> Other <input type="checkbox"/> Career Fair		Nature of Work You Are Applying for? <input type="checkbox"/> Sales _____ <input type="checkbox"/> Truck Driver <input type="checkbox"/> Managerial <input type="checkbox"/> Cashier <input type="checkbox"/> Clerical /Secretarial <input type="checkbox"/> Yard/Warehouse <input type="checkbox"/> Other (List) _____		
Applying For: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer <input type="checkbox"/> Weekends				

EDUCATION

If records are under a different name, please indicate for reference purposes.

Type of School	Name and Location	Period Enrolled: From: To: Mo./Yr. Mo./Yr	Major Field of Study	Did you graduate? Degree, Letter Grad or GPA
High School Last Attended				
College				
Graduate School				
Other				

EMPLOYMENT RECORD

If records are under a different name, please indicate for reference purposes. Starting with present or last employer, list all employment, including part-time or temporary.

Place of Employment	Dates (Mo. And Yr)	Salary or Hourly Rate	Supervisor
Name	From:	Beginning \$	Name Phone
Address	To:	Leaving \$	Position May we contact for reference: <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Business	Department		Reason For Leaving
Title Duties at Start		Title Duties at departure.	
Name	From:	Beginning \$	Name Phone
Address	To:	Leaving \$	Position May we contact for reference check? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Business	Department		Reason for Leaving
Title and Duties at Start		Title and Duties at Departure	
Name	From:	Beginning \$	Name Phone
Address	To	Leaving \$	Position May we contact for reference check: <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Business	Department		Reason for Leaving
Title and Duties at Start		Title and Duties at Departure	

ESSENTIAL JOB FUNCTIONS

Our retail operation has several different types of positions. Each type has essential job functions listed below. Please respond to the questions listed under the type(s) of job(s) for which you are applying. You may apply for and be interviewed for more than one job type.

Building Materials Ltd. Do It Centre will not refuse to hire a disabled applicant who is capable of performing the essential job functions with reasonable accommodation.

STORE SALES POSITION

1. Can you walk and stand on the job for extended periods of time- possibly up to 4 hours? Yes No
2. Can you consistently lift items that weigh up to 40 pounds? Yes No
3. Can you frequently bend, squat, reach, lift carry, push, and pull which will be necessary when stocking merchandise items? Yes No
4. Can you work around products such as lawn chemicals, paints, solvents, pool chemicals, commercial cleaners and thinners? Yes No
5. Have you had any previous experience in selling or in dealing people in sales-related situations Yes No
6. Can you work Saturdays, Sundays and evenings if it is a requirement of the position? Yes No

WAREHOUSE/OUTSIDE YARD/DELIVERY POSITION

1. Can you consistently lift items that weigh up to 100 pounds? Yes No
2. Have you ever operated motorized equipment such as forklifts? Yes No
3. Do you have a valid driver's license? Yes No
4. Can you frequently bend, squat, reach, lift carry, push, and pull which will be necessary when stocking merchandise items? Yes No
5. Can you work Saturdays, Sundays and evenings if it is a requirement of the position? Yes No
6. Can you work handling lawn chemicals, paints, solvents, pool and cleaning chemicals and thinners? Yes No

OFFICE/CLERICAL/CASHIER POSITION

1. Do you have experience working a cash register or handling cash transactions? Yes No
2. Have you ever been required to make cash bank deposits for a business? Yes No
3. Do you have experience in handling payroll, accounts payable, accounts receivable, or general ledger on a manual computerized system? Yes No
4. Can you work Saturdays, Sundays, and evenings if it is requirement of the position Yes No

Please add any comments or additional information you feel is acceptable.

SKILLS

Typing Speed _____ wpm
Account /Bookkeeping _____
Calculator _____
Switchboard _____
Forklift _____
Truck Driver _____
Other Specialised _____

Word Processing Equipment _____
Computer Terminal _____
Computer Languages _____
Business Machines _____
Printing Equipment _____
Other Skills, Equipment _____

REFERENCES

Names of References (Not former employers or relatives)	Address	Telephone

PLEASE READ

I hereby authorise Building Materials Ltd. Do It Centre to make inquiries not limited to but including current and/or previous employers, schools, credit agencies etc. I understand that I have the right to request information about the nature and scope of any such investigation.

I agree to take a physical examination, if requested, by a company approved doctor and understand that such examination include tests for use of illegal drugs. I further authorise those physicians to release the results of any such tests to Building Materials Ltd., its agents and employees.

“I understand that if I am employed, I may terminate the employment relationship in accordance with the labour laws of the Turks and Caicos Islands and Building Materials Ltd. may terminate the employment relationship likewise, with just cause. I understand that practices and statements set out in policies, handbooks and other company literature may be changed at any time by Building Materials Ltd. without notice and that such practices and statements do not create an employment contract. I further understand that if an offer of employment is made, I will be required to submit documentation, which will verify that I am a citizen or holder of a work permit and lawfully admitted for permanent residence or an alien authorized in the Turks & Caicos Islands.”

Date: _____ Signature in ink: _____