



Adventist Development and Relief Agency - The Bahamas

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State/Island Country*

Phone: _____ Email _____

Date Available: _____ National Insurance No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the The Bahamas? YES NO If no, are you authorized to work in The YES NO

Have you ever worked for this company? YES NO Bahamas? If yes, when?

Have you ever been convicted of a YES NO _____

felony? If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

What do you know about ADRA?

Why are you interested in working with ADRA in The Bahamas?

Tell us about your core spiritual values.

What do you consider to be your greatest strength and past experiences?

In your own words, why should we hire you?

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____

Date: _____

Please submit this form upon completion to the attention of:

Henry R. Moncur
Country Director
ADRA Bahamas
116 Gladstone Road
Nassau, The Bahamas

e-mail: cd@adra.bs