

EMPLOYMENT APPLICATION. EQUAL OPPORTUNITY EMPLOYER



**Human Resources Department, P.O. Box 99, Castries.
Telephone (758) 458 8020/2/3/4 Fax (758) 458 8007**

**e-mail: mchrd@candw.lc
www.mandgroup.com/jobs.htm**

- a. Print in ink or type.
- b. Answer all questions completely.
- c. Resume will not be accepted in lieu of applications.
- d. If you are a foreign national you must submit proof of St. Lucia citizenship or authorisation to work here.
- e. False statements or omission of material facts will result in rejection of your application or removal from employment after hire.

Position Applied For:

PLEASE PRINT OR TYPE

PERSONAL INFORMATION				
Last Name	First Name	Middle	Home Phone	Message Phone
Address		P. O. Box		Business Phone
			National Insurance No.	
Are you legally eligible for employment in St. Lucia? <input type="checkbox"/> Yes <input type="checkbox"/> No		Other names known by:		Do you have a secondary school diploma (or higher) <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION & TRAINING				
Please include any training relative to the position for which you are applying.				
University, College, Vocational or Technical School, Training Centers.	Major Subjects	Grades	Degree or certificate	Date

PERTINENT SKILLS
Please list experience with machines, office equipment or other special skills pertinent to the position for which you are applying.

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ADDITIONAL INFORMATION

Have you ever been employed by the M & C Group? Yes No

Have you ever been discharged or requested to resign from any position for misconduct or unsatisfactory service? Yes No
 If yes explain: _____

Have you ever been charged or arrested for a criminal offence? Yes No
 If yes explain: _____

Do you possess a clean valid driver's license (if job requires)? Yes No

Do you have relatives employed by the M & C Group? Yes No
 If yes, indicate the name, relationship and department: _____

WORK EXPERIENCE

Beginning with your Present or most recent employer, describe all Work Experience including Volunteer and Intern Experience.

Name of Present or Most Recent Employer			Address		
Starting Date	Leaving Date	Salary \$ _____ per ____	Reason for Leaving		
Month/Year	Month/Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____ hours/week.			
Job Title (Present or Most Recent)		Name of Supervisor/Title		Phone No.	
Job Duties:					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					

WORK EXPERIENCE

Describe all Work Experience including Volunteer and Intern Experience.

Name of Employer			Address		
Starting Date	Leaving Date	Salary \$ _____ per ____	Reason for Leaving		
Month/Year	Month/Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____ hours/week.			
Job Title (Present or Most Recent)		Name of Supervisor/Title		Phone No.	
Job Duties:					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					

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M & C GROUP OF COMPANIES

The following information is necessary for M & C to evaluate its hiring practices and to prepare relevant reports pertinent to employment in St. Lucia. This information is voluntary and will be kept separate and confidential.

Position Applied For: _____

Sex: Female Male

Date of Application: _____

Date of Birth _____ / _____ / _____
Day Month Year

EQUAL EMPLOYMENT OPPORTUNITY: We are an equal opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, colour, sex religion or mental and/or physical disability.

APPLICATION PROCESS: Submit a completed M & C employment application to Human Resource Department, P. O. Box 99, 9 to 11 Bridge Street, Castries by the closing date (if applicable). Please also submit a completed resume and cover letter.

HEALTH CERTIFICATE: If you apply for a safety sensitive position, a conditional job offer will be contingent upon successful completion of the necessary medical checks and certification, and periodic checks thereafter.

PROBATIONARY PERIOD: Newly hired employees serve a probationary period of fixed duration as the final step in the selection process to show their ability to perform the work.

SALARIES AND BENEFITS: The M & C Group offers competitive salaries and a comprehensive benefits package provided to regular full-time employees: medical insurance including dental and vision; life insurance; savings plan; salary advance and loans scheme; scholarship and school book allowance for employees' children; discounts throughout the M & C Group for employees and spouses.

CERTIFICATE OF CHARACTER: It is always advisable that you attach a Certificate of Character with your application for employment.

VOLUNTARY COMPLETION BY APPLICANT. NOT FOR INTERVIEW PURPOSES.

RECRUITMENT SOURCE	
How did you become aware of this employment opportunity?	
<input type="checkbox"/> Newspaper	Which newspaper _____
<input type="checkbox"/> M & C Employee	<input type="checkbox"/> M & C Web Page
<input type="checkbox"/> Other	<input type="checkbox"/> Referral
Explain: _____	
From where did you collect the application form?	
<input type="checkbox"/> An M & C Location.	Name of Store/Location _____
<input type="checkbox"/> Downloaded from Web Page	

SIGNED: _____

DATED: _____