

Graceway Supermarkets
 Graceway Plaza, Leeward Highway Providenciales, Turks & Caicos
 Islands Tel: 649-941-5000: Fax: 649-941-5001
 Email: hr@gracewaysupermarkets.com
 Website: www.gracewaysupermarkets.com



Employment Application

GENERAL/PERSONAL INFORMATION									
Last Name:			First Name				M.I.		
Address									
Phone			E-mail Address						
Date of Birth		Place of Birth			Single		Married		
National Insurance No. (NIS)		National Health Insurance No. (NHIP)			Driver's License No.				
Position Applied for		Employment Desired		Full Time Only		Part-Time Only		Full-time or Part-time	
Are you a TCI Belonger			Check the box below which describes the Immigration Document you possess						
YES		NO	Status Card	PRC	Resident Permit	Naturalization/Passport	Freelance Work Permit		
When are you available to begin work?							Desired Pay/Salary		\$
Have you filed an application with us before?		YES	NO	If yes, When?					
Have you ever worked with Graceway?		YES	NO	If yes, which Department?					
Have you ever worked in Retail?		YES	NO	If yes, Where?					
Are you currently Employed		YES	NO	If yes, Where?					
May we contact your current employer?		YES	NO	If yes, who and phone					
Have you ever been convicted of a felony or misdemeanor, other than traffic violations?						YES		NO	
If yes, explain number of conviction(s), nature of offence(s) leading conviction(s), how recently such offence was were committed and type(s) of rehabilitation.:									
Can you work weekends?		Saturday	YES	NO			Can you travel if position requires		
		Sunday	YES	NO					
If you were recommended by a Graceway staff member, please state their name									
Do you have a relative who has worked or is currently employed by Graceway?						YES		NO	
If yes, please provide name/relationship									
Do you have any medical restrictions that may interfere with your ability to work effectively or that may interfere with your work schedule?						YES		NO	
If yes, please describe									
Do you have a Bank account?		YES	NO	If yes, please name Bank					
NOTE: A bank account is required for payment of wages/salary by direct deposit of payroll. Successful candidates are required to open a Bank Account in his or her name, if you do not already have one.									

EMPLOYMENT RECORD

Company		Name of last Supervisor	
Address			
Job Title		Pay/Salary \$	Employment Dates
Duties Performed			
Reason for Leaving			
May we contact your previous supervisor for a reference?	YES	NO	Contact #

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Address			
Job Title		Pay/Salary\$	Employment Dates
Duties Performed			
Reason for Leaving			
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Reason for Leaving			
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REFERENCE

Please list two references of persons who are not related to you and are not previous employers.

Full Name:		Position:	
Company:		Phone:	
Address:		Email:	
Full Name:		Position:	
Company:		Phone:	
Address:		Email:	

EDUCATION

Please list your education background clearly indicating school/institution, years attending, address and degree or diploma obtained. Begin with the most recent.

Name of School				Address			
From		To		Did you graduate? YES NO	Diploma:		

Name of School				Address			
From		To		Did you graduate? YES NO	Diploma:		

Name of School				Address			
From		To		Did you graduate? YES NO	Diploma:		

Did you study a special subject or have special training in an area?	YES	NO	If Yes, please state	
Are you fluent or conversant in any other languages (other than English)?	YES	NO	If Yes, please state	

Non-discrimination Policy

Graceway Trading Ltd dba, IGA Supermarket, Graceway GT, Graceway Gourmet and Smart is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability.

Applicant's authorization and signature:

I certify that I have read the non-discrimination clause above and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize Graceway Trading Ltd and /or its agents to verify any of this information including, but not limited to criminal history. I authorize all persons, schools, companies and law enforcement authorities to issue any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever to issuing this information.

Applicant's Signature _____

Date _____

You are required to provide:

- Proof of Citizenship/Immigration Status
- Picture Identification
- National Insurance
- NHIP Card

You may also be asked to provide a Police Record and TWO (2) References from your most recent employers in order to be considered for employment.

**Thank you for completing this application and for your interest in Graceway.
Please note that you will only be contacted if your application is being considered.**

For Official Use Only

Received By:	Date:
Examination Administered By:	Date: