



LAPARKAN HOLDINGS LIMITED/LAPARKAN TRADING LIMITED - GUYANA

**APPLICATION FOR EMPLOYMENT**  
**An Equal Opportunity Employer**  
**A Drug-Free Workplace**

(PLEASE ANSWER ALL QUESTIONS LEGIBLY)

<b>POSITION(S) APPLIED FOR</b>			<b>TYPE OF WORK REQUIRED</b>							
			FULL TIME			PART TIME		TEMPORARY/SEASONAL		
<b>DATE OF BIRTH</b>			<b>ANY PREFERENCES OR RESTRICTIONS WITH WORK</b>			<b>ARE YOU AVAILABLE FOR TRAVEL? (IF REQUIRED)</b>		<b>SALARY REQUESTED</b>		
<b>YEAR</b>	<b>MONTH</b>	<b>DAY</b>				Yes          No				
<b>NIS #</b>			<b>PLEASE SELECT ONE BELOW</b>			<b>FIRST NAME</b>		<b>FAMILY NAME</b>		
<b>TIN#</b>			MR.							
			MRS.							
			MISS/MS..							
<b>PRESENT ADDRESS:</b>										
<b>LIST NAMES OF RELATIVES AND FRIENDS WHO WORK HERE:</b>						<b>RELATIONSHIP:</b>				
<b>HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? IF YES, PROVIDE DETAILS</b>								<b>YES</b>		<b>NO</b>
<b>PERSON TO BE CONTACTED IN AN EMERGENCY</b>		<b>NAME</b>			<b>RELATIONSHIP</b>			<b>TELEPHONE #</b>		
<b>EDUCATION</b>		<b>DATE</b>			<b>NAME OF SCHOOL, COLLEGE, UNIVERSITY</b>			<b>CERTIFICATES AND DIPLOMAS OBTAINED</b>		
		<b>FROM</b>	<b>TO</b>	<b># OF YEARS</b>						
HIGH SCHOOL										
COLLEGE										
UNIVERSITY										
OTHER										
<b>DO YOU HAVE EXPERIENCE IN THE FOLLOWING AREAS: Please circle .</b>										
<b>MS Word:</b>		<b>MS Excel:</b>		<b>MS PowerPoint:</b>		<b>Internet:</b>		<b>Other: (List)</b>		
<b>WHAT OTHER COMPUTER SOFTWARE, SPECIALISED EQUIPMENT AND/OR BUSINESS MACHINE(S) HAVE YOU OPERATED?</b>										
<b>TECHNICAL OR SPECIAL TRAINING:</b>										
<b>Describe:</b>										
<b>LANGUAGES</b>	<b>SPOKEN</b>					<b>WRITTEN</b>				
	<b>VERY WELL</b>	<b>WELL</b>	<b>PASSABLE</b>	<b>LITTLE</b>	<b>NOT AT ALL</b>	<b>VERY WELL</b>	<b>WELL</b>	<b>PASSABLE</b>	<b>LITTLE</b>	<b>NOT AT ALL</b>
<b>ENGLISH</b>										
<b>SPANISH</b>										
<b>OTHERS</b>										
<b>WHAT SPECIALISED COMPUTER, TECHNICAL AND/OR OTHER SKILLS DO YOU POSSESS?</b>										

**EMPLOYMENT RECORDs (LIST ALL FORMER EMPLOYERS)**

**1. PRESENT (OR MOST RECENT EMPLOYMENT)**

<b>NAME OF EMPLOYER</b>	<b>ADDRESS</b>				<b>TELEPHONE #</b>
<b>POSTION HELD</b>	<b>FROM</b>		<b>TO</b>		<b>DUTIES:</b>
	<b>YEAR</b>	<b>MONTH</b>	<b>YEAR</b>	<b>MONTH</b>	
<b>NAME AND JOB TITLE OF SUPERVISOR</b>	<b>YOUR SALARY</b>				<b>REASON FOR LEAVING:</b>
	<b>START</b>		<b>END</b>		
	\$		\$		

**2. PREVIOUS EMPLOYMENT**

<b>NAME OF ENTERPRISE</b>	<b>ADDRESS</b>				<b>TELEPHONE #</b>
<b>POSTION HELD</b>	<b>FROM</b>		<b>TO</b>		<b>DUTIES:</b>
	<b>YEAR</b>	<b>MONTH</b>	<b>YEAR</b>	<b>MONTH</b>	
<b>NAME AND JOB TITLE OF SUPERVISOR</b>	<b>YOUR SALARY</b>				<b>REASON FOR LEAVING:</b>
	<b>START</b>		<b>END</b>		
	\$		\$		

**3. PREVIOUS EMPLOYMENT**

<b>NAME OF ENTERPRISE</b>	<b>ADDRESS</b>				<b>TELEPHONE #</b>
<b>POSTION HELD</b>	<b>FROM</b>		<b>TO</b>		<b>DUTIES:</b>
	<b>YEAR</b>	<b>MONTH</b>	<b>YEAR</b>	<b>MONTH</b>	
<b>NAME AND JOB TITLE OF SUPERVISOR</b>	<b>YOUR SALARY</b>				<b>REASON FOR LEAVING:</b>
	<b>START</b>		<b>END</b>		
	\$		\$		

**4. OTHER EMPLOYMENT**

<b>NAME OF ENTERPRISE</b>	<b>ADDRESS</b>				<b>TELEPHONE #</b>
<b>POSTION HELD</b>	<b>FROM</b>		<b>TO</b>		<b>DUTIES:</b>
	<b>YEAR</b>	<b>MONTH</b>	<b>YEAR</b>	<b>MONTH</b>	
<b>NAME AND JOB TITLE OF SUPERVISOR</b>	<b>YOUR SALARY</b>				<b>REASON FOR LEAVING:</b>
	<b>START</b>		<b>END</b>		
	\$		\$		

<b>MAY WE OBTAIN REFERENCES FROM YOUR CURRENT/LAST EMPLOYER ?</b>	<b>IF NOT WHEN MAY WE DO SO?</b>
YES                      NO	

**IF UNEMPLOYED AT ANY TIME, PLEASE DESCRIBE REASONS FOR UNEMPLOYMENT:**

**HAVE YOU EVER BEEN DISCHARGED OR FORCED TO RESIGN FOR MISCONDUCT OR UNSATISFACTORY PERFORMANCE? IF YES, PLEASE EXPLAIN.**

<b>HAVE YOU EVER WORKED FOR OUR COMPANY?</b>	<b>POSITION HELD</b>	<b>DEPARTMENT</b>	<b>FROM</b>			<b>TO</b>	
			<b>YEAR</b>	<b>MONTH</b>		<b>YEAR</b>	<b>MONTH</b>
YES              NO							

**HOW WERE YOU REFERRED TO OUR ORGANISATION?**

**PROVIDE ANY ADDITIONAL INFORMATION WHICH YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION.**

**LIST ALL PROFESSIONAL, TECHNICAL OR COMMERCIAL ASSOCIATIONS OF WHICH YOU ARE A MEMBER.**

1	2	3
4	5	6

LIST NON-PROFESSIONAL ACTIVITIES AND HOBBIES? (EXCLUDING RELIGIOUS, RACIAL, ETHNIC AND POLITICAL ACTIVITIES) (OPTIONAL).			
1	2	3	
4	5	6	
PERSONAL REFERENCES (OTHER THAN RELATIVES AND EMPLOYERS)	OCCUPATION	ADDRESS	TELEPHONE #
1			
2			

**PLEASE READ AND SIGN THE STATEMENT BELOW**

I UNDERSTAND THAT MY EMPLOYMENT IS CONDITIONED UPON MY SUCCESSFUL PASSING OF THE COMPANY'S INTERVIEW, QUALIFICATION, CRITERIA, MEDICAL TEST, ETC., AND ON SATISFYING REFERENCES FROM MY PAST EMPLOYERS, AND ON THE CONFIRMATION OF MY EMPLOYMENT WITH THE EMPLOYER AFTER THE NORMAL PROBATIONARY PERIOD.

I WILL BE REQUIRED TO PROVIDE DOCUMENTATION INCLUDING BUT NOT LIMITED TO, MY BIRTH CERTIFICATE, NATIONAL INSURANCE CARD, INCOME TAX FILE # AND CERTIFICATES, DIPLOMAS, ETC.

I CERTIFY THAT ALL THE INFORMATION GIVEN IN THIS APPLICATION IS TRUE AND CORRECT. I UNDERSTAND THAT FALSE REPRESENTATION ON MY PART AND/OR ANY OMISSION IN GIVING REQUIRED INFORMATION WILL BE SUFFICIENT REASON FOR THE CANCELLATION OF A WORK OFFER, OR IF I HAVE ALREADY BEEN EMPLOYED, MY IMMEDIATE DISMISSAL WITHOUT WARNING OR INDEMNITY.

I UNDERSTAND AND AGREE THAT ALL POLICIES, PROCEDURES AND THE PERSONNEL POLICY GUIDE MAY BE MODIFIED OR DELETED BY THE COMPANY WITH OR WITHOUT NOTICE TO ME OF SUCH MODIFICATION OR DELETION. THE POLICIES AND PROCEDURES ARE NOT INTENDED TO BE A CONTRACT OF EMPLOYMENT NOR DO THEY GIVE ME ANY RIGHT OF CONTINUED EMPLOYMENT.

I EXPRESSLY AUTHORIZE, WITHOUT RESERVATION, THE EMPLOYER, ITS REPRESENTATIVES, EMPLOYEES OR AGENTS TO CONTACT AND OBTAIN INFORMATION FROM ALL REFERENCES (PERSONAL AND PROFESSIONAL), EMPLOYERS, PUBLIC AGENCIES AND OTHERWISE TO VERIFY THE ACCURACY OF ALL INFORMATION PROVIDED BY ME IN THIS APPLICATION, RESUME OR JOB INTERVIEW. I HEREBY WAIVE ALL RIGHTS AND CLAIMS THAT I MAY HAVE REGARDING THE EMPLOYER, ITS AGENTS, EMPLOYEES OR REPRESENTATIVES FOR SEEKING, GATHERING AND USING SUCH INFORMATION IN THE EMPLOYMENT PROCESS AND ALL OTHER PERSONS, CORPORATIONS OR ORGANISATIONS FOR FURNISHING SUCH INFORMATION ABOUT ME.

I UNDERSTAND THAT THIS APPLICATION REMAINS CURRENT FOR ONLY 30 DAYS. AT THE CONCLUSION OF THAT TIME, IF I HAVE NOT HEARD FROM THE EMPLOYER AND STILL WISH TO BE CONSIDERED FOR EMPLOYMENT, I MUST REAPPLY AND COMPLETE A NEW EMPLOYMENT APPLICATION FORM.

DATE \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_