



Butterfield

Application for Employment



Butterfield, a quality service provider, values cultural diversity and is committed to employment equity in the workplace.

Thank you for your interest in employment with Butterfield. To assist us in reviewing your candidacy, please complete all sections of the application, **even if submitting a résumé or curriculum vitae. Please ensure that you have read and signed the declaration on the last page.** The information you provide will be considered confidential and will be used only for employment purposes.

Please print clearly

PERSONAL INFORMATION

Last Name	Preferred Name	First Name	Middle Name
Present Address: House No., Street, Apt.		City / Town / Parish	Country
Permanent Address: (leave blank if same as present address)		City / Town / Parish	Country
Telephone: Business (____) _____ Residence (____) _____ Other (____) _____			
E-mail Address: _____			

GENERAL INFORMATION

Date of Birth: ____ / ____ / ____
day month year

Are you entitled to seek employment in Bermuda? YES NO

If yes, by reason of:

- Being Bermudian (by birth or grant)
- Spouse of a Bermudian
- Permission to seek employment (attach copy of letter from Department of Immigration)
- Working Resident's Certificate (attach copy)
- Currently hold a valid work permit

Have you applied or been interviewed for employment at Butterfield within the last 2 years? YES NO

If yes, please provide details.
 Position _____ Location _____ Date _____

Have you ever been employed by Butterfield or any of its subsidiaries? YES NO

If yes, please provide details.
 Position _____ Location _____ from _____ to _____

Are you aware of any factors or conditions that could affect your attendance or ability to perform your duties satisfactorily, or that would be hazardous to the safety of your co-workers and / or Butterfield customers? YES NO

If yes, please provide details.

Employment with Butterfield requires unquestionable honesty and integrity. Have you ever been involved in any crimes of dishonesty such as theft, fraud, bribery, extortion, counterfeiting, or breach of trust; or any offence relating to violence to a person such as murder or causing grievous bodily harm under the criminal code; or been dismissed from employment because of a dishonest act? This statement applies to the above mentioned convictions anywhere in the world. YES NO

If yes, please provide details.

TYPE OF WORK OR POSITION APPLIED FOR / AREAS OF INTEREST

1. _____ 2. _____

Salary expectations: _____ **Date available:** _____

Type of employment sought: Full-time Regular part-time Casual / contract Summer Mgmt Training Programme

Availability: Day Evening Night

What motivated your application?

- Previous Butterfield experience (**provide details in General Information section**)
- Previous work experience with other financial institutions
- Referred by employee: Employee Name: _____
Department: _____
- Advertisement
- Campus Recruitment
- Other _____

Please specify any technical aid or special arrangements required if you are called for an interview (e.g. services of a sign language interpreter, special equipment, etc.)

LANGUAGES

Identify language skills and level of competency. (**Working knowledge:** ability to conduct business. **Fluent:** without restriction.)

LANGUAGE	SPEAK		READ		WRITE	
	Working Knowledge	Fluent	Working Knowledge	Fluent	Working Knowledge	Fluent
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TECHNICAL SKILLS

Identify computer skills and indicate level of competency in parenthesis (B) Basic, (I) Intermediate, (A) Advanced:

Word Processing Software:
(Microsoft Office, Word, Excel, etc.) _____ () _____ () _____ ()

Office Skills: Typing _____ w.p.m. Shorthand _____ w.p.m. Internet Data Entry

Other skills: _____

EDUCATION

List your highest and second highest level of education completed (High School, College, University, etc.).

A certified copy of transcript of most recent education will be required as part of the selection process. Transcript Attached

Name of Institution	Level	Programme – Field	From		To		Full-Time	Part-Time	Degree Diploma	Cumulative Grade Average
			Yr	Mo	Yr	Mo				

(Attach copy of High School Diploma and University Degree)

Awards / Scholarships: _____

Professional Designation (CA, CFA, etc.): _____

Professional Courses (Registered Securities, Investments, etc.): _____

Professional Association Membership(s): _____

EMPLOYMENT

Please list your complete employment history starting with your current or most recent employer.

Name of firm		Type of business	
Address			Telephone ()
Name and title of immediate supervisor			Telephone ()
From (mm/yy)	To (mm/yy)	Type of work <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> contract <input type="checkbox"/> other	
Starting position title		Final position title	Final salary
Duties and responsibilities			
Are you presently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO		Reason for leaving	
Name of firm		Type of business	
Address			Telephone ()
Name and title of immediate supervisor			Telephone ()
From (mm/yy)	To (mm/yy)	Type of work <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> contract <input type="checkbox"/> other	
Starting position title		Final position title	Final salary
Duties and responsibilities			
Reason for leaving			
Name of firm		Type of business	
Address			Telephone ()
Name and title of immediate supervisor			Telephone ()
From (mm/yy)	To (mm/yy)	Type of work <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> contract <input type="checkbox"/> other	
Starting position title		Final position title	Final salary
Duties and responsibilities			
Reason for leaving			
Name of firm		Type of business	
Address			Telephone ()
Name and title of immediate supervisor			Telephone ()
From (mm/yy)	To (mm/yy)	Type of work <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> contract <input type="checkbox"/> other	
Starting position title		Final position title	Final salary
Duties and responsibilities			
Reason for leaving			
VOLUNTEER WORK			
Name of organisation		Address	
From (mm/yy)	To (mm/yy)	Name and title of coordinator	Telephone ()
Duties and responsibilities			Approx. hrs./week

Please cover additional employment information or volunteer work on a separate sheet and attach to application. Additional information is attached.

REFERENCES

Note to applicants with work experience: Butterfield normally contacts previous employers for references. If you would prefer that we not contact one of your previous employers, please state your reasons here.

Note to applicants with no work experience: Please list two businesses or professional persons, other than relatives or close friends, whom we may contact.

Name	Occupation	Address	Telephone Number

Please provide any other information (special achievements or accomplishments) you feel would help us determine your suitability for employment.

My résumé / curriculum vitae is attached.

DECLARATION

I certify that the information in this application and, if applicable, on any attachments forming an integral part of this application, is true and complete to the best of my knowledge. I understand that any misleading or false information or omission provided herein will result in my ineligibility for employment, or if employed, dismissal for cause, without notice or payment thereof. I understand that my employment is entirely subject to satisfactory written or verbal reports from previous employers and personal references, and that I will have to serve and satisfactorily complete a **probationary period** of employment before appointment to regular staff.

I expressly consent to Butterfield conducting or causing to be conducted a personal investigation in connection with my application. I understand this may include information regarding my education, employment history, credit report and / or a criminal record search in either written or verbal form, and I consent to third parties disclosing such information to you.

I also acknowledge and agree to completing any testing as deemed appropriate by Butterfield in the circumstances.

If an offer of employment is made, I understand and agree to the following conditions (as outlined in the Employee Handbook or my employment contract):

1. To be bound by Butterfield's Policies, Rules, Regulations, Code of Conduct, and Declaration of Secrecy.
2. To give Butterfield proper notice in writing of my intention to terminate employment.
3. That, although management makes every effort to accommodate individual preferences, business needs may make the following conditions mandatory: overtime, shift work, rotating work schedule, or a work schedule that may include Saturday and / or Sunday.

My previous records will be in the name (*including maiden name*): _____

Date _____ Signature _____

