

Application For Job Position In BTL

Thank you for your interest in employment with Belize Telemedia Ltd! In an effort to match you to the job best suited for you, we ask that you to complete the following questionnaire. You will be asked to rate yourself between 1 (Below Standard) and 5 (Expert) on varying abilities & tendencies. The questionnaire should take approximately 5 minutes to complete. We will consider this application carefully but it does not guarantee employment. You must meet employment standards which will include good health.

RATING DEFINITIONS

Below Standard	Requires constant guidance; does not exhibit behavior as yet.
Basic	Requires frequent guidance; exhibits the behavior rarely.
Intermediate	Requires occasional guidance; exhibits the behavior occasionally.
Advanced	Required little to no guidance; exhibits the behavior frequently.
Expert	Serves as a key resource & advises other; consistently exhibits the behavior.

In completing the questionnaire, it is important to consider the following points:

- When answering each item, refer to the definitions of each rating before selecting.
- Please rate yourself honestly for each item. There are no right or wrong answers.
- Answer each item based on behaviors and actions you have exhibited in a work context.

Candidates selected for the next stage of the application process may be called upon to demonstrate the skills and abilities they have highlighted in this questionnaire.

- Several response checks are built into the questionnaire to validate the consistency of your responses.

APPLICATION FORM

PERSONAL INFORMATION						
SURNAME:		FIRST NAME:			MIDDLE NAME:	
CONTACT NUMBER Home:	CONTACT NUMBER Mobile:	EMAIL ADDRESS:			NATIONALITY:	
Current Employment Status: Full Time: ☐ Part-Time: ☐ Contract: ☐ Unemployed: ☐				Permanent Address:		I am willing to relocate: Yes ☐ No ☐
Preferred Job Role:					I am willing to travel if required: Yes ☐ No ☐	
Expected Basic Salary (Excl Benefits) per Annum BZD:						
Work Experience						
Add work experience chronologically. Your most recent position should be at the top of the list						
Start Yr: (dd/mm/yr)	End Yr: (dd/mm/yr)	Title/Position:	Organization	City	Country	
Education (Post-Secondary)						
List your formal education from High School to the most recent degree below. Only include completed items						
Year Received	Degree/Diploma	Major/ Minor	Country	Institution	If Other, Please Identify	
Relevant Professional Qualifications and Certifications						
Enter any job-specific, relevant qualifications, licences, or certifications issued by accredited or recognized bodies that you currently hold						
Year Received	Qualification/Certification	Additional Comments				

ADDITIONAL INFORMATION

Where applicable please rate yourself honestly on a scale of 1-5. Ratings are as follows: (1) Below Standard (2) Basic (3) Intermediate (4) Advanced (5) Expert

QUALIFICATIONS AND EXPERIENCE (WEIGHT 40%)

1.	Please indicate your highest degree level and or academic qualifications	Other ☐	A' Levels ☐	Assoc. Degree ☐	Bachelors ☐	Masters ☐
2.	Please indicate your years of experience in sales specifically selling telecom or non-telecom products.	0 yrs. ☐	1-3 yrs. ☐	4-7 yrs. ☐	8-10 yrs. ☐	Over 10 yrs. ☐
3.	Please indicate your years of experience in the Telecom industry	0 yrs. ☐	1-3 yrs. ☐	4-7 yrs. ☐	8-10 yrs. ☐	Over 10 yrs. ☐
4.	Please indicate your experience managing people. If yes, please indicate number of person(s) you managed	No ☐ Yes ☐ 1 – 15 Persons ☐ 16 – 30 Persons ☐ 31 – 50 Persons ☐ 51+ Persons ☐				
5.	Please rate your level of computer proficiency.	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
6.	Please rate your written skills.	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
7.	Please rate your ability to analyze detailed & complex information.	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
8.	Please rate your ability to deliver effective presentations/ public speaking skills.	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐

INTERPERSONAL SKILLS (WEIGHT 30%)

1.	Your ability to listen effectively i.e. concentrate, understand, respond and remember what is said.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
2.	Your ability to manage people effectively i.e. train, motivate and develop others.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
3.	Your ability to facilitate an amicable ending to conflict.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
4.	Your ability to find solutions to complex or difficult issues.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
5.	Your ability to convey information effectively and efficiently.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
6.	Your ability to broker a win/win outcome in a constructive manner, without any dispute and or negative fallout.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
7.	Your ability to use various activities to improve interpersonal relations and synergy within and among a group/team.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
8.	Your ability to sell a new service or product to an existing customer.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

BEHAVIORAL TRAITS (WEIGHT 20%)

9.	Your tendency to display endurance and a capacity for a fast pace with a strong bias for action.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
10.	Your tendency to take charge of people and situations; your ability to lead more than following.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
11.	Your tendency to be outgoing, people oriented and participate with others.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
12.	Your tendency to follow policies, accept external controls and supervision, and work within the rules.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
13.	Your tendency to have a positive attitude regarding people and outcomes.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
14.	Your tendency to use available information to make quality decisions quickly.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
15.	Your tendency to be friendly, cooperative, and agreeable.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
16.	Your tendency to be self-reliant, self-directed, to take independent action and make own decisions.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
17.	Your tendency to think clearly and to be objective in decision making.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

CORPORATE BEHAVIOURS (WEIGHT 10%)

18.	Your ability to adapt to changing environments; own, drive and or support positive change.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
19.	Your ability to be honest and direct by being straightforward, clear, and transparent.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
20.	Your ability to perform at required standards and your ability to attract the best talent and to provide the best environment so that everyone thrives.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

21.	Your ability to take ownership of quality and timeliness of work.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
22.	Your ability to identify, access, and manage risks, and your willingness to try a fresh approach to improve performance or achieve a challenging goal.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
23.	Your ability to display mature and justified self-belief in your capability to do the job, and your ability to convey belief in your own opinion.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
24.	Your ability to be warm and pleasant in every interaction; your actions are filled with energy and enthusiasm.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

As a condition of this application, you effectively grant permission to Belize Telemedia Limited to verify all information on this application by contacting past Employers or conducting background checks if deemed necessary.

Any falsification or willful omission of relevant facts which would adversely impact this application or any falsification or willful omission in connection with any background related checks will be sufficient grounds for rejection of this application *or if discovered after an offer of employment, for immediate dismissal.*

I have pre-existing medical conditions/illnesses including but not limited to allergies.

Yes ☐

No ☐

If yes, please state the specific condition and state year when you were diagnosed and when symptoms were first exhibited.

I have environmental sensitivities.

Yes ☐

No ☐

If yes, please state exactly what kind of environmental sensitivities and year when you were first diagnosed and when the symptoms were first exhibited.

I am agreeable to undergo a medical examination at the request and expense of BTL if required prior to and/or during employment.

Yes ☐

No ☐

I am able to operate certain types of equipment or tools including vehicles.

Yes ☐

No ☐

If yes, please state exactly what type of equipment or tools including vehicles.

I have been convicted of crimes.

- Yes ☐
- No ☐

If yes, please state the nature of the crime (A valid police record is required; no older than 6 months)

I have close friends and/or family members working at BTL.

- Yes ☐
- No ☐

If yes, please state name(s)

I have been previously employed with BTL.

- Yes ☐
- No ☐

If yes, please state your employment period and last job title held.

I have a business(es) that is in the same business with BTL or which competes with BTL or any of BTL’s subsidiaries (DigiWallet Ltd. & Alternative Networks Ltd. – DigiTV)

- Yes ☐
- No ☐

If yes, please state name of business(es).

I have Board Membership/affiliation in other organization(s).

- Yes ☐
- No ☐

If yes, please state membership organization(s).

I have read, understood, and accept all terms contained in this entire application form. I also confirm that the responses I have provided are true.

- Yes ☐
- No ☐

If no, this application will be disqualified.

Signature of Applicant: _____

Date Signed/Submitted: _____