



**UNIVERSAL**  
GENERAL FACILITY MANAGEMENT  
CIVIL ENGINEER SERVICES LTD.

## Job Application Form

**Position Applying For:**

\_\_\_\_\_

**Date of Application:** \_\_ / \_\_ / 20\_\_

### 1. Personal Details

**Full Name (First, Middle, Last):**

\_\_\_\_\_

**Preferred Name / Nickname:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State/Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Phone (Home):** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ **Nationality:** \_\_\_\_\_

**Are you legally entitled to work in Belize?** ☐ Yes ☐ No

**Have you ever been employed by UGFM before?** ☐ Yes ☐ No **If yes, give details:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





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Do you have any physical limitations or disabilities that may affect your job performance? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

## 2. Position & Availability

Available Start Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Desired Salary / Wage: \_\_\_\_\_

Type of Employment Desired: ☐ Full-Time ☐ Part-Time ☐ Temporary/Contract

Are you willing to relocate? ☐ Yes ☐ No

Are you willing to travel for work? ☐ Yes ☐ No

If position requires shift work or overtime, are you available? ☐ Yes ☐ No

## 3. Education & Qualifications

Highest Level Achieved: \_\_\_\_\_

Institution Name: \_\_\_\_\_

Location (City, Country): \_\_\_\_\_

Dates Attended: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ to \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Qualification Obtained (e.g., BS in Civil Engineering): \_\_\_\_\_

Major / Minor: \_\_\_\_\_

### MORE INFORMATION

+501 632-5677 | [info@universalbelizefm.com](mailto:info@universalbelizefm.com)  
Manzanero Building, San Ignacio, Cayo, Belize

**APPLY NOW**



Upload your CV, two References & Cover  
Letter to: [www.universalbelizefm.com/careers](http://www.universalbelizefm.com/careers)



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Other relevant education /  
certification:

Institution: \_\_\_\_\_ Qualification: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_\_\_

## 4. Employment History

Employer #1 \_\_\_\_\_

Company Name: \_\_\_\_\_

Location (City, Country): \_\_\_\_\_

Role / Title: \_\_\_\_\_

Start Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ End Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Key Duties & Achievements: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer #2 \_\_\_\_\_

Company Name: \_\_\_\_\_

Location (City, Country): \_\_\_\_\_

Role / Title: \_\_\_\_\_

Start Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ End Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Key Duties & Achievements: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_





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## 5. Skills & Certifications

Professional Skills (e.g., AutoCAD, project management, HVAC systems, etc.): \_\_\_\_\_

Certifications / Licenses (e.g., P.E., OSHA, etc.):  
\_\_\_\_\_

Languages (and proficiency level): \_\_\_\_\_

Other relevant skills or training: \_\_\_\_\_

## 6. References

Reference #1 \_\_\_\_\_

Name: \_\_\_\_\_

Position / Relationship: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Years Known: \_\_\_\_\_

Reference #2 \_\_\_\_\_

Name: \_\_\_\_\_

Position / Relationship: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

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Email:

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Years Known:

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## 7. Declaration

I certify that the information given in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or omission may be grounds for rejecting this application or termination of employment if hired.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

*Thank you for applying to UGFM.*

*We appreciate your interest.*

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