

Before you begin:

Please complete all sections of this form in clear, legible handwriting or type your answers directly into this document. Fields marked with * are required. Return the completed form to thebutlerhg@gmail.com

Applications are treated in the strictest confidence. Butler Hospitality Group is an equal opportunity employer.

SECTION 1: POSITION APPLIED FOR**Position Applying For ***☐ Housekeeper (Full-Time)☐ Housekeeper (Part-Time)☐ Lead Housekeeper☐ On-Call / Casual Cleaning**Preferred Start Date****How did you hear about this vacancy?****Are you available to work weekends and public holidays? ***☐ Yes — available weekends & holidays☐ Weekends only☐ Weekdays only☐ Flexible — discuss at interview**What hours are you available to work? (tick all that apply)**☐ Early mornings (from 6am)☐ Mornings (7am–12pm)☐ Afternoons (12pm–5pm)☐ Evenings (5pm onward)☐ On-call / short notice**SECTION 2: PERSONAL DETAILS****First Name *****Middle Name****Last Name *****Date of Birth *****Gender (optional)****Current Home Address ***

BUTLER HOSPITALITY GROUP, LLC

Employment Application — Housekeeping & Cleaning Staff

CONFIDENTIAL

Commonwealth of Dominica

Village / Town / Parish *

Primary Phone Number *

WhatsApp Number

Email Address

Do you have a valid Dominican National ID or Passport? *

☐ Yes — National ID

☐ Yes — Passport

☐ Neither (explain below)

If neither, please provide details

Are you legally authorised to work in the Commonwealth of Dominica? *

☐ Yes — Dominican citizen

☐ Yes — valid work permit

☐ Pending work authorisation

Do you have a valid driver's licence?

☐ Yes — full licence

☐ Yes — learner's permit

☐ No driver's licence

Do you have access to your own transportation to reach properties across the island?

☐ Yes — own vehicle

☐ Yes — motorcycle / bicycle

☐ Can use public transport

☐ Would need transport assistance

SECTION 3: CLEANING & HOUSEKEEPING EXPERIENCE*Tell us about your background — no experience is required, but honesty helps us train you well*

How many years of cleaning or housekeeping experience do you have? *

- ☐ No experience (willing to learn) ☐ Less than 1 year ☐ 1–2 years
- ☐ 3–5 years ☐ 5+ years

In what settings have you worked? (tick all that apply)

- ☐ Private homes / domestic ☐ Vacation rental / Airbnb ☐ Hotel or resort
- ☐ Guest house / B&B ☐ Commercial / office cleaning ☐ Medical / clinical cleaning
- ☐ School or institution ☐ Other (describe below)

If 'Other', please describe

Which of the following tasks are you experienced or comfortable with? (tick all that apply)

- ☐ Bed making & linen changing ☐ Bathroom deep cleaning ☐ Kitchen cleaning & degreasing
- ☐ Mopping & floor care ☐ Vacuuming & dusting ☐ Window & mirror cleaning
- ☐ Laundry & ironing ☐ Outdoor / balcony cleaning ☐ Pool-area tidying
- ☐ Restocking guest amenities ☐ Using a cleaning schedule / checklist ☐ Property inspection reporting

Are you comfortable using and handling commercial cleaning chemicals?

- ☐ Yes — trained and experienced ☐ Yes — basic familiarity
- ☐ No experience but willing to learn ☐ No — not comfortable

Have you ever worked to a specific cleaning standard or checklist (e.g. hotel standard, Airbnb host instructions)?

- ☐ Yes ☐ No

If yes, please describe the standard and where you learned it

Describe what a 'property ready for guests' looks like to you — what would you check before leaving a property?

SECTION 4: PROPERTY & GUEST AWARENESS

These questions help us understand how you would handle real situations in the role

Have you ever worked in or around vacation rental properties or tourism accommodation?

☐ Yes ☐ No

If yes, please describe your experience

If you noticed damage to a property during a clean — for example, a broken fixture or stained carpet — what would you do?

A guest contacts you to say they found the property was not clean when they arrived. How would you respond?

How do you manage your time when you have two properties to prepare in the same morning?

What does 'attention to detail' mean to you in a cleaning role? Give an example if you can.

SECTION 5: PRACTICAL SKILLS & ADDITIONAL CAPABILITIES

Do you have any of the following? (tick all that apply)

- | | |
|---|---|
| ☐ Food handling / food safety training | ☐ First aid certification |
| ☐ Basic maintenance skills (changing bulbs, minor repairs) | ☐ Gardening / landscaping experience |
| ☐ Laundry / linen management experience | ☐ Photography skills (for property inspection reports) |
| ☐ Basic cooking / meal preparation | ☐ Pool maintenance awareness |

Are you comfortable using a smartphone for work? (e.g. WhatsApp for team communication, taking and sending photos)

- | | |
|---|--|
| ☐ Yes — very comfortable | ☐ Yes — basic use |
| ☐ Not confident but willing to learn | ☐ No |

Languages spoken (tick all that apply)

- | | | | |
|----------------------------------|--|----------------------------------|--------------------------------|
| ☐ English | ☐ French / French Creole (Kwéyòl) | ☐ Spanish | ☐ Other |
|----------------------------------|--|----------------------------------|--------------------------------|

If Other, please specify

Do you have any physical limitations that might affect your ability to perform cleaning duties? (You are only required to disclose anything that affects your capacity to safely do the job)

Are there any tools, equipment, or cleaning products you are NOT able to use, and why?

SECTION 6: EMPLOYMENT HISTORY

List your most recent positions first. Include voluntary or informal work if relevant. Leave blank if not applicable.

Employment 1

Employer / Company Name

Job Title / Position

Start Date

End Date (or 'Current')

Supervisor Name

Supervisor Contact Number

Key Duties Performed

Reason for Leaving

Employment 2

Employer / Company Name

Job Title / Position

Start Date

End Date (or 'Current')

Supervisor Name

Supervisor Contact Number

Key Duties Performed

BUTLER HOSPITALITY GROUP, LLC

Employment Application — Housekeeping & Cleaning Staff

CONFIDENTIAL

Commonwealth of Dominica

Reason for Leaving

Employment 3	
Employer / Company Name	Job Title / Position
Start Date	End Date (or 'Current')
Supervisor Name	Supervisor Contact Number
Key Duties Performed	
Reason for Leaving	

Are there any gaps in your employment history you would like to explain?

SECTION 7: EDUCATION & TRAINING

Highest level of education completed *

- ☐ Primary school
- ☐ Secondary school (CXC / O-Level)
- ☐ A-Level / CAPE
- ☐ Technical / vocational certificate
- ☐ Associate degree
- ☐ Bachelor's degree or higher
- ☐ Did not complete formal schooling

Name of school / institution most recently attended

Institution Name

Year Completed

Relevant Certifications & Training

List any certificates, short courses, or training relevant to this role (e.g. housekeeping, hospitality, food safety, first aid, vocational skills)

Certificate / Course Name	Issuing Organisation	Year Completed

SECTION 8: PROFESSIONAL REFERENCES
Please provide two references who can speak to your character and/or work ethic. Do not list family members.

We may contact your references as part of the hiring process. Please ensure they are aware you have listed them.

Reference 1	
Full Name	Relationship to Applicant
Phone Number	Email Address
Organisation / Place of Employment	

Reference 2	
Full Name	Relationship to Applicant
Phone Number	Email Address
Organisation / Place of Employment	

SECTION 9: ADDITIONAL INFORMATION

Is there anything else you would like us to know about you, your skills, or your suitability for this role?

BUTLER HOSPITALITY GROUP, LLC

Employment Application — Housekeeping & Cleaning Staff

CONFIDENTIAL

Commonwealth of Dominica

Have you ever been dismissed from a job or asked to resign? If yes, please give brief details.

- ☐ No ☐ Yes (details below)

Have you ever been convicted of a criminal offence? (Spent convictions need not be declared. Disclosure does not automatically disqualify you from employment.)

- ☐ No ☐ Yes (details below)

SECTION 10: DECLARATION & SIGNATURE

Applicant Declaration

I confirm that the information provided on this application form is true and complete to the best of my knowledge. I understand that providing false or misleading information may result in the rejection of my application or, if discovered after employment commences, immediate dismissal. I consent to Butler Hospitality Group, LLC contacting the references I have provided and conducting any background checks considered appropriate for this role.

Applicant Signature

Date

Print Full Name

FOR OFFICE USE ONLY — Do not write in this section

Date Application Received

Received By

Interview Date

Interview Conducted By

Interview Score / Notes

Outcome

☐ Offer Extended

☐ Waitlisted

☐ Not Selected

☐ Second Interview Required

Decision Made By

Decision Date

BUTLER HOSPITALITY GROUP, LLC

Employment Application — Housekeeping & Cleaning Staff

CONFIDENTIAL

Commonwealth of Dominica

*Thank you for applying to Butler Hospitality Group, LLC.
We review all applications carefully and will be in touch regarding next steps.*
Return to: [Email address] | WhatsApp: [Phone number] | In person: [Address]