



NEVIS ISLAND ADMINISTRATION
 Ministry of Human Resources
 Social Security Building, Pinney's Estate
 Tel: (869) 469-5521 Ext. 5160

EMPLOYMENT APPLICATION FORM

Kindly complete the below in your handwriting and return to the Ministry of Human Resources.

Name in Full: _____ Date: _____

Date of Birth: ____/____/____ Gender: Male Female Age: _____
Day Month Year

Country of Birth: _____ Social Security Number: _____

Present Address: _____

Telephone Number: _____ E-mail Address: _____

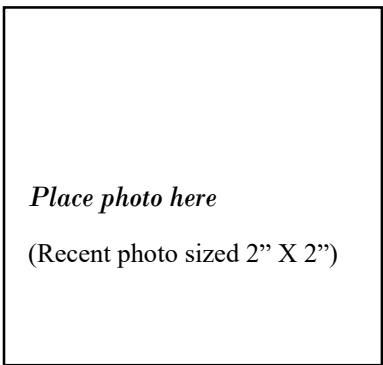
Present Occupation: _____

Marital Status: Single Married Widowed Divorced

Spouse Name: _____

Spouse's Nationality: _____ Country of Birth: _____

Number of Children: ____



Kindly tick the appropriate box below:

Employment Desired: Full-time Part-time Temporary

Post Desired: _____ Preferred Ministry/Department: _____

ACCOMPANYING DOCUMENTS

The below documents must be submitted with the application form:

- a. Marriage Certificate []
- b. Birth Certificate []
- c. 2 Testimonials (Should not be a relative) []
- d. Certificate(s) of Qualifications []
- e. 1 – Passport size Photo []
- f. Certificate of Citizenship (If born outside of the Federation) []
- g. Police Record []

N.B. All original documents will be copied and returned

EMPLOYMENT HISTORY

PREVIOUS

Establishment: _____

From: _____ To: _____

Duties: _____

Reason for Leaving: _____

Establishment: _____

From: _____ To: _____

Duties: _____

Reason for Leaving: _____

PRESENT

Establishment: _____

Date Commenced: _____

Duties and Responsibilities: _____

Present Salary: _____

Special Skills and Qualifications:

- Typing
- Microsoft Suite (Excel/Word/Power Point/Publisher)
- Outlook

Other: _____

TWO (2) EMPLOYMENT REFERENCES (Should not be a relative)

(References should be: most recent employer or teacher/tutor if you are a recent school/university graduate)

Name: _____

Address: _____

Email Address: _____

Contact Number: _____ Years Known: _____

Name: _____

Address: _____

Email Address: _____

Contact Number: _____ Years Known: _____

TESTIMONIALS (Should not be a relative)

A testimonial is a written statement of recommendation certifying a person's character, conduct, or qualifications.

Kindly submit two (2) testimonials stating the above information. These should be different from any references previously listed.

Applicant's Signature: _____