



# COMPENSATION BENEFIT FORM 1000 JOBS in 1000 DAYS



DATE OF APPLICATION: \_\_\_\_\_

## EMPLOYER INFORMATION

**BUSINESS/INDIVIDUAL:** \_\_\_\_\_

**INDUSTRY** (e.g. Financial Services, Law, etc.): \_\_\_\_\_

**PHYSICAL ADDRESS:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

## EMPLOYEE INFORMATION

**FULL NAME:** \_\_\_\_\_

**PHYSICAL ADDRESS:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_ **AGE:** \_\_\_\_\_ **GENDER:**  Male  Female

**STATUS:**  BVIlander  Belonger  Other: \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_ **STILL EMPLOYED?**  Yes  No

## DETAILS OF THE JOB VACANCY FILLED

**JOB TITLE:** \_\_\_\_\_

**TERM OF EMPLOYMENT:**  Full Time  Part Time  Temporary/Seasonal: \_\_\_\_\_

**LEVEL:**  Staff  Management

**WORKING DAYS:**  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**WORKING HOURS:** **From:** \_\_\_\_\_  am  pm **To:** \_\_\_\_\_  am  pm

**SALARY:** \$ \_\_\_\_\_  Hourly  Daily  Weekly  Bi-Monthly  Monthly  Annually

**EDUCATIONAL REQUIREMENTS:**  None  High School  Associates  Bachelors  Masters  Certifications

**WORK EXPERIENCE REQUIREMENTS:**  None  1-4 years  5-10 years  >10 years

By signing, I acknowledge that the information provided herein is true and accurate to the best of my knowledge.

\_\_\_\_\_  
**Employer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

Please review the checklist below to ensure that all the necessary documents are submitted to avoid the delay of the processing of your application. Only applications submitted in their entirety will be considered. Applications should be submitted to the Department of Labour & Workforce Development or emailed to [workforce@gov.vg](mailto:workforce@gov.vg).

### CHECKLIST OF REQUIREMENTS FOR ALL APPLICATIONS:

- Completed Compensation Benefit form
- Completed Performance Evaluation form
- Proof that the Employee is currently gainfully employed for at least 12 consecutive months (e.g. copy of payslips)
- Proof of the Employee's BVI citizenship (e.g. copy of BVI passport or Belonger card)
- Certificate of Earnings from Social Security Board
- Certificate of Earnings from National Health Insurance
- Certificate of Earnings from Inland Revenue Department