



GOVERNMENT OF THE VIRGIN ISLANDS

Application for Employment

Return to: The Director, **Department of Human Resources**, Central Administration Building, Wickhams Cay I, Road Town, Tortola, British Virgin Islands VG1110. Telephone (284) 468-2178 • Fax (284) 468-3191

PERSONAL INFORMATION

DATE: _____

Mr Ms Mrs Dr Other _____
SURNAME _____ FIRST _____ MIDDLE _____
COUNTRY OF BIRTH _____ IMMIGRATION STATUS BVI Islander Other

EMPLOYMENT STATUS

Employed Unemployed Student Self-employed
Occupation _____

JOB/POSITION APPLYING FOR

1st Preference _____ Ref No. (If Known) _____
2nd Preference _____ Ref No. (If Known) _____

How did you hear about this position?

Newspaper _____ HR Website HR Television Channel Walk-in
 HR Quest Job Fair Family/Friend Job Site _____ Other

EDUCATIONAL BACKGROUND

Qualification _____
Institution _____ Location _____
Enrollment Date _____ Completion Date _____

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Enrollment Date _____ Completion Date _____

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Enrollment Date _____ Completion Date _____

OTHER SPECIAL SKILLS/QUALIFICATIONS

Typing, wpm _____ Court Reporting
Computer MS Office Suite Lotus AutoCAD GIS DTP
 Accounting Software _____
 Other Software _____
 Other Skills _____

EMPLOYMENT AND EXPERIENCE

NAME OF COMPANY/ORGANISATION _____
Location _____ Your Position _____
Hire Date _____ Termination Date _____ Salary _____ per _____
Reason for Leaving _____

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PERSONAL REFERENCES

Name _____ Relationship/Occupation _____
Address _____ Period of Time Known _____ Yrs _____ Mths

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Checklist & Notes for Completion

- Birth Certificate: Clean, readable copy and/or copy of passport (particulars page)
- DO NOT SEND ORIGINALS** (Certificates/Passport/Cards must be copied)
- Immigration Status: If other than BVIlander attach clean, readable copy of Belonger Card, Naturalization Certificate or BVI Passport (particulars page) as applicable
- Education: Clean, readable copy of certificate(s)
*Note – Academic qualifications will be verified before final appointment
Other tests (computer/typing etc) maybe required at interview*
- Personal References: – Known to you in private/business life, and one must be able to attest to your Character; the other work related. **NO RELATIVES.** *References will be contacted.*
- Testimonials: – Two (2) written letters from other references covering your education & career progress
Résumé No Yes Attach printed copy or send in MS Word format via Email: hredbvi@gov.vg

CONTACT INFORMATION

ADDRESS _____
PHONE Home _____ Work _____ Cell _____
EMAIL _____ WEBSITE _____

Signature of Applicant