



# JOB VACANCY REGISTRATION FORM

## 1000 JOBS in 1000 DAYS



**DATE:** \_\_\_\_\_ **PRIORITY:**  High  Low

**REQUEST MADE:**  In person  Via email  By phone  Publication  Work permit application

**EMPLOYER:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

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

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

**JOB TITLE OF VACANCY:** \_\_\_\_\_

**NO. OF VACANCIES OF POSITION:** \_\_\_\_\_ **JOB DESCRIPTION/ADVERT PROVIDED:**  Yes  No

**DEADLINE FOR SUBMISSIONS:** \_\_\_\_\_  N/A

**GENERAL RESPONSIBILITIES:** \_\_\_\_\_

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

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

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

**REQUIRED TO WORK ON/AT:**  Weekends  Public Holidays  Shift  Multiple locations/Island

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

**GENDER PREFERENCE:**  Male  Female  N/A

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

Professional Certifications **AREA OF STUDY:** \_\_\_\_\_

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

**ADDITIONAL REQUIREMENTS:**  Valid driver's license  Food handler's license  Ability to lift \_\_\_\_\_ lbs

Proficient in (software): \_\_\_\_\_

**ANY OTHER INFORMATION:** \_\_\_\_\_

### FOR OFFICE USE ONLY

**STATUS OF REQUEST:**  Provided referrals  Outstanding  No suitable candidates currently registered

**OUTCOME:**  Recommended candidate(s) selected  Awaiting feedback from employer

Unregistered BVIslander/Belonger employed  Work permit application submitted

**COMMENTS:** \_\_\_\_\_

**OFFICER:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_