



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 kcupid-braithwaite@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