



## NEVIS ISLAND ADMINISTRATION

### APPLICATION FOR EMPLOYMENT IN THE PUBLIC SERVICE

*Form to be filled out by the Applicant in his or her own handwriting and returned to the  
PERMANENT SECRETARY, Human Resources*

Date of Application \_\_\_\_\_

Name in Full \_\_\_\_\_

Last Name

Christian Name (s)

Date of Birth \_\_\_\_\_ Sex:  Male  Female Age at last Birthday \_\_\_\_\_  
(Tick Appropriately)

(Your birth certificate MUST be submitted with the application; it will be returned.)

Place of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Present Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

Present Occupation \_\_\_\_\_

Marital Status  Single  Married  Widowed  Divorced

Wife's Maiden Name/  
Husband's Name \_\_\_\_\_

*Place Photograph Here  
(recent photo sized 2" x 2")*

Spouse's Nationality and Place of Birth \_\_\_\_\_

Number of Children \_\_\_\_\_ Son(s) \_\_\_\_\_ Age Respectively \_\_\_\_\_

Daughter(s) \_\_\_\_\_ Age Respectively \_\_\_\_\_

|   |                     |
|---|---------------------|
| <b>EMPLOYMENT DESIRED</b>   | <b>POST DESIRED</b> |
| <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time |                     |

|                               |  |  |
|-------------------------------|--|--|
| <b>EDUCATIONAL BACKGROUND</b> |  |  |
|-------------------------------|--|--|

|                                    |                 |  |
|------------------------------------|-----------------|--|
| Name & Address of Schools Attended | Period Attended | Course of Study (List subjects passed) |
|------------------------------------|-----------------|--|

|                  |  |               |
|------------------|--|---------------|
| High School(s):- |  | CXC General:- |
|------------------|--|---------------|

|  |  |             |
|--|--|-------------|
|  |  | CXC Basic:- |
|--|--|-------------|

|  |  |            |
|--|--|------------|
|  |  | RSA/LCCI:- |
|--|--|------------|

|              |  |                  |  |               |
|--------------|--|------------------|--|---------------|
|              |  | <b>Cambridge</b> |  | <b>London</b> |
| College(s):- |  | A' Level         |  |               |

|  |  |          |  |  |
|--|--|----------|--|--|
|  |  | O' Level |  |  |
|--|--|----------|--|--|

|  |  |        |  |  |
|--|--|--------|--|--|
|  |  | CAPE:- |  |  |
|--|--|--------|--|--|

|                   |  |        |  |  |
|-------------------|--|--------|--|--|
| University(ies):- |  | BA/BSc |  |  |
|-------------------|--|--------|--|--|

|  |  |        |  |  |
|--|--|--------|--|--|
|  |  | MA/MSc |  |  |
|--|--|--------|--|--|

|  |  |     |  |  |
|--|--|-----|--|--|
|  |  | PhD |  |  |
|--|--|-----|--|--|

|         |  |       |  |  |
|---------|--|-------|--|--|
| Other:- |  | Other |  |  |
|---------|--|-------|--|--|

Original certificates of any external examinations passed should be attached. They will be returned.

**EMPLOYMENT HISTORY**

List employment or experience from completion of education to present.

FROM:- \_\_\_\_\_ TO:- \_\_\_\_\_  
 ESTABLISHMENT \_\_\_\_\_  
 DUTIES:- \_\_\_\_\_  
 REASON FOR LEAVING:- \_\_\_\_\_

Mention each position held by you, the dates between which you held it, and the cause of leaving.

FROM:- \_\_\_\_\_ TO:- \_\_\_\_\_  
 ESTABLISHMENT \_\_\_\_\_  
 DUTIES:- \_\_\_\_\_  
 REASON FOR LEAVING:- \_\_\_\_\_

FROM:- \_\_\_\_\_ TO:- \_\_\_\_\_  
 ESTABLISHMENT:- \_\_\_\_\_  
 DUTIES:- \_\_\_\_\_  
 REASON FOR LEAVING:- \_\_\_\_\_

State present employment and salary you are now receiving.

FROM:- \_\_\_\_\_ TO:- \_\_\_\_\_  
 ESTABLISHMENT \_\_\_\_\_  
 DUTIES:- \_\_\_\_\_  
 PRESENT SALARY:- \_\_\_\_\_

Special skills and qualifications (if any), the date at which each was obtained.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

State knowledge of typing, computer and shorthand, giving speeds.

\_\_\_\_\_  
 \_\_\_\_\_

**PERSONAL REFERENCES** (They should NOT be your relative.)

| NAME  | ADDRESS | TELEPHONE No. | YEARS KNOWN |
|-------|---------|---------------|-------------|
| _____ | _____   | _____         | _____       |
| _____ | _____   | _____         | _____       |
| _____ | _____   | _____         | _____       |

**TESTIMONIALS:** Two (2) testimonials should be submitted to cover as far as possible your education, and each subsequent stage of your career. These should be from persons other than those named as Personal References.

Signature of Applicant \_\_\_\_\_