



NEVIS ISLAND ADMINISTRATION
APPLICATION FOR EMPLOYMENT IN THE CIVIL 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 _____

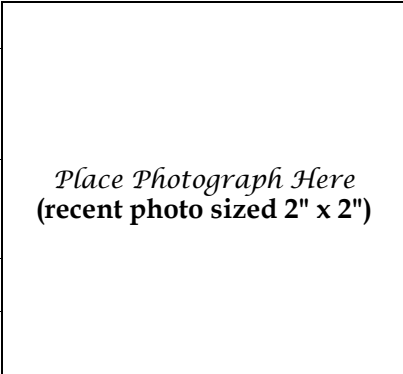
Marital Status Single Married Widowed Divorced

Wife's Maiden Name/
 Husband's Name } _____

Spouse's Nationality and Place of Birth _____

Number of Children _____ Son(s) _____ Age Respectively _____

Daughter(s) _____ Age Respectively _____



EMPLOYMENT DESIRED
 Full-time Part-time

POST DESIRED

EDUCATIONAL BACKGROUND

Name & Address of Schools Attended	Period Attended	Course of Study (List subjects passed)
High School(s):-		CXC General:-
		CXC Basic:-
		RSA/LCCI:-
		Cambridge
College(s):-		A' Level
		O' Level
		CAPE:-
		BA/BSc
		MA/MSc
		PhD
Other:-		Other
Original certificates of any external examinations passed should be attached. They will be returned.		

EMPLOYMENT HISTORY

<p>List employment or experience from completion of education to present.</p>	<p>FROM:- _____ TO:- _____ ESTABLISHMENT _____ DUTIES:- _____ REASON FOR LEAVING:- _____</p>
<p>Mention each position held by you, the dates between which you held it, and the cause of leaving.</p>	<p>FROM:- _____ TO:- _____ ESTABLISHMENT _____ DUTIES:- _____ REASON FOR LEAVING:- _____</p>
<p>Mention each position held by you, the dates between which you held it, and the cause of leaving.</p>	<p>FROM:- _____ TO:- _____ ESTABLISHMENT:- _____ DUTIES:- _____ REASON FOR LEAVING:- _____</p>
<p>State present employment and salary you are now receiving.</p>	<p>PLACE:- _____ DUTIES:- _____ SALARY:- _____ REASON FOR LEAVING:- _____</p>
<p>Special skills and qualifications (if any), the date at which each was obtained.</p>	<p>_____ _____ _____</p>
<p>State knowledge of typing, computer and shorthand, giving speeds.</p>	<p>_____ _____ _____</p>

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 _____

ADDITIONAL INFORMATION

Persons applying from overseas must notarize birth certificates and academic certificates prior to submitting them with the application form.

References must be accompanied by the applicant's phone number and email address. Where applicable, one reference should be from the applicant's former employer.

Persons applying locally should download and complete the application form, then bring in a signed copy to the Ministry of Human Resources, along with their birth certificate and academic certificates.