



APPLICATION FOR EMPLOYMENT

SPECIAL INSTRUCTIONS

- This form is to be completed by the applicant in his/her own handwriting
 - All relevant sections of the form must be completed
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ITEMS TO BE SUBMITTED WITH APPLICATION

- An original or a certified copy of each certificate, diploma or degree
- A police record should be included for any country where you have resided within the last five years
- Two written references attesting to your professional and personal character
- A copy of Belonger's card (if applicable)
- A Picture ID
- Photo of applicant

NOTE:

1. Applications submitted without anyone of the above items will be considered incomplete.
2. Incomplete applications will be categorized as “on hold for further information” of the applicant for one month after receipt. Thereafter they will be automatically transferred to an “inactive/closed” category without notification of applicant.
3. A new application will be required after three (3) months have elapsed.
4. Please note that original documents must be submitted with application (original documents will be returned to applicant)
5. To ensure the timely processing of your application, please submit all documents requested.
6. Applicants wishing to re-activate their applications may do so after three (3) months following receipt of original application at the BVI Airports, by submitting missing or additional information.



APPLICATION FOR EMPLOYMENT

Place
Photo
Here

Miss Mr. Mrs. Other _____ Date of Application M _____ D _____ Y _____

NAME *Surname* _____ *First* _____ *Middle* _____

PLACE OF BIRTH: _____

DATE OF BIRTH: *Month* _____ *Day* _____ *Year* _____

IMMIGRATION STATUS _____ EXPIRATION DATE _____
(BVI Islander, Naturalized, Belonger, Non-Belonger)

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

CURRENT EMPLOYER/OCCUPATION _____

ANY RELATIVES CURRENTLY EMPLOYED AT THE BVI AIRPORTS AUTHORITY: if yes, give name and
relation _____

MARITAL STATUS *Single* *Married* *Widowed etc.* *Other*

SPOUSE'S NATIONALITY _____ SPOUSE'S PLACE OF BIRTH _____

SPOUSE' FULL NAME (INCLUDING MAIDEN NAME WHERE APPLICABLE) _____

CONTACT NUMBER *Home* () _____ *Work* () _____ *Mobile* () _____

POSITION APPLYING FOR

1st Preference

2nd Preference

EDUCATIONAL BACKGROUND		
Name of Institution	Dates of Entry & Leaving	Diploma or Degree Attained*

EMPLOYMENT AND EXPERIENCE

Company/Individual	Date	Position held	Reason for Leaving
	From To		
	From To		
	From To		
	From To		
	From To		

PERSONAL REFERENCES (NOT FROM "IMMEDIATE" RELATIVES or EMPLOYEES AT BVI AIRPORT AUTHORITY)

Name	Address	Contact Information	Occupation	Period Known

I confirm that:

- The information given on this form is accurate and complete.
- I have no criminal convictions which are not treated as spent (Rehabilitation of Offenders Act 1974). **(Please attach a current Police Report from any country where you resided during the past 5 years.)**
- I do not have any pass or current criminal charges in the British Virgin Islands or any other jurisdiction; and
- I agree that any misrepresentation of information supplied on this form is grounds for refusal of employment.

Signature of Applicant

Date: ____/____/____
 D M Y