



Attach Passport Photo

EMPLOYMENT APPLICATION FORM

Please complete this application form. This information will only be used for recruitment and will help us to make fair and objective hiring decisions. Read through the form and complete all sections carefully and click "Submit". For individuals applying by fax or hand delivery, complete the form in neat, clear handwriting in CAPITAL LETTERS. If you need any help with this form, or assistance with any part of our recruitment process, please contact the **Human Resources Department, P.O. Box 1208, A-10 Sands Complex, Bay Road, Basseterre, St. Kitts. Tel: +869 466 1712 Fax: +869 465 2452.** You can also apply via email at careers@kittitianhill.com.

PERSONAL DETAILS

Please complete the boxes below

First name(s)			
Last name			
Address(es)	<i>It is important to provide the address where you can be easily contacted.</i>		
Telephone numbers	Home:	Cell:	Other:
Email address			
Position applying for	<i>Please write the job and/or department(s) you are interested in</i>		
1.			
2.			
Nationality			
Social Security no.			
Languages spoken <i>Basic/fluent/bilingual</i>		Languages written <i>Basic/fluent/bilingual</i>	
1.		1.	
2.		2.	
3.		3.	

- How did you hear about the job? Newspaper Internet Radio Employee referral
Other Please tell us how? _____

Do you hold a current drivers license? Yes No

Do you require a work permit to work in St. Kitts? Yes No

Have you ever been convicted of a criminal offence? Yes No

If yes, please state date(s) and reason(s).....

Have you ever worked for Kittitian Hill or Terra Forma Group? Yes No

If yes, state position & when employed.....

Has a member of your family ever worked for Kittitian Hill or Terra Forma Group?
Yes No

If yes, state position & when employed.....

WORK EXPERIENCE

Please tell us about your work experience, including internships, casual, part time and voluntary work. Please start with your present or most recent work experience. Please continue on a separate sheet as required

Employer's name and address & tel no.	Start date	End date	Position held and salary	Reason for leaving

EDUCATION

Please note the most recent qualification first. Please continue on a separate sheet if required

Name & address of schools/colleges/ University attended	Start date	Leaving date	Subjects & qualifications (Please include CXC's/O Levels, A Levels, Degrees, technical qualifications etc.	Date achieved

ADDITIONAL INFORMATION

If you have any other relevant qualifications, work based training or experience that you feel may support your application, please list them below.

- 1.
- 2.
- 3.

How much notice are you required to give to your current employer?

When would you be available to start work?

Are there any days or shifts which you are unable to work? *If yes, please specify.*

Please provide us with the names, addresses, contact number of three (3) people who know the quality of your work and your character. Please state whether they are an employer, personal or school/college referees. **Please note that a personal reference should not be a member of your immediate family or yourself.**

Reference 1.

Name of Reference	
Address	
Contact tel. number	
How do they know you?	<i>Personal/Employer/School/College</i>
How many years has this person known you?	

Reference 2.

Name of Reference	
Address	
Contact tel. number	
How do they know you?	<i>Personal/Employer/School/College</i>
How many years has this person known you?	

Reference 3.

Name of Reference	
Address	
Contact tel. number	
How do they know you?	<i>Personal/Employer/School/College</i>
How many years has this person known you?	

DECLARATION

I confirm that the information given on this application form is correct to the best of my knowledge. I accept that misrepresentation or omission of relevant facts requested is cause for rejection of my application or for dismissal from employment. I understand that my employment contract is subject to successful completion of a probationary period.

SIGNATURE:

DATE: