



**GOVERNMENT OF THE BRITISH VIRGIN ISLANDS
TEACHING SERVICE COMMISSION**
Application for Employment in the BVI Teaching Service

PLACE
PHOTO
HERE

Ref/_____

This form is to be filled by the Applicant in his/her own writing and returned to the *Secretary, Teaching Service Commission, Department of Education, P.O.Box 72, Road Town, TORTOLA VG1110, BRITISH VIRGIN ISLANDS*

DATE: _____ / _____ / _____
Day Month Year

PERSONAL INFORMATION

Mr Miss Mrs Dr Other _____

SURNAME _____ FIRST _____ MI _____

DATE OF BIRTH: _____ / _____ / _____ AGE _____ PLACE OF BIRTH _____
Day Month Year

MARTIAL STATUS: Single Married Other _____ Spouse's nationality: _____

IMMIGRATION STATUS: BVI Islander Belonger Other _____ No. of children _____

Age of son(s) respectively _____ Age of daughter(s) respectively _____

Phone: home ()- _____ - _____ work ()- _____ - _____ mobile ()- _____ - _____

Address: _____

Email: _____ Website: _____

EMPLOYMENT STATUS

Employed Unemployed Student Self-employed

Occupation _____ Job/Position Applying for: _____

How did you hear about this position: Newspaper Family/Friend Job Fair Television Walk-in
 Other _____

EDUCATION BACKGROUND

| Qualification/Degree/Certificate Attained | Name of School/Institution | Location | Enrollment & Completion Date (Month, Year) |
|---|----------------------------|----------|--|
| | | | |
| | | | |
| | | | |
| | | | |

OTHER SPECIAL SKILLS

Typing, wpm _____

Computer- MS Office Suite SASI Other Software _____

Other skills _____

EMPLOYMENT AND EXPERIENCE

| | | | | | |
|----------------------------------|--|--------------------|--|---------------|--|
| Name of Company/ Organization | | Location | | Position held | |
| Duration position was held | | Reason for leaving | | | |
| Name of Company/ Organization | | Location | | Position held | |
| Duration position was held | | Reason for leaving | | | |
| Name of Company/ Organization | | Location | | Position held | |
| Duration position was held | | Reason for leaving | | | |
| Name of Company/ Organization | | Location | | Position held | |
| Duration position was held | | Reason for leaving | | | |
| Name of Company/ Organization | | Location | | Position held | |
| Duration position was held | | Reason for leaving | | | |

PERSONAL REFERENCES

| | | | |
|--|------------------|----------------------------|--|
| Last Name _____ | First Name _____ | | |
| Relationship _____ | Occupation _____ | | |
| Period of time which he/she has known you _____ years _____ months | | Phone ()-_____ - _____ | |
| Address _____ | | | |
| | | | |
| Last Name _____ | First Name _____ | | |
| Relationship _____ | Occupation _____ | | |
| Period of time which he/she has known you _____ years _____ months | | Phone ()-_____ - _____ | |
| Address _____ | | | |

CHECK LIST

Please indicate with a “✓” if the following documents are attached.

- One passport size photo
- Copy of Immigration status (If other than BVIlander attach copy of Belonger card, Naturalization certificate, or Passport (pages indicating status))
- Certificated copies of Qualification (CXC, high school, degree, certificates of skills and other qualification, etc...)
- Birth certificate
- 2 Written Testimonials- letters from other references covering your education & career progress
- Resumé

NOTES

- 2 Personal references- known to you in private/business life, and one must be able to attest to your character; the other work related. **NO RELATIVES** References will be contacted.

Please note that all documents must be neat and readable.

Original documents will be accepted on site and returned you that same day of application

Signature of Applicant