



GOVERNMENT OF THE VIRGIN ISLANDS

EMPLOYMENT APPLICATION

Where to Find Vacancy Information:

- On the internet: www.bvi.gov.vg/employment-opportunities
- Or visit the Department of Human Resources, West Wing, Central Administration Building, Road Town, Tortola, British Virgin Islands VG 1110

FOR OFFICIAL USE ONLY

Date received by Dept. of HR: _____ Date received by Min/Dept.: _____
 Date of acknowledgement: _____

POSITION APPLYING FOR

Post: _____
 Ministry/Department/Unit: _____
 Vacancy Notice No.: _____ Date Available: _____
 Expected salary range: _____

GENERAL INSTRUCTIONS FOR COMPLETION OF APPLICATION

- Type or print in **blue** or **black** ink.
- Complete all information within this application in its entirety. Applications that are received unsigned will not be processed and all information submitted is subject to verification.
- Résumés will not be accepted in lieu of completing application.
- A separate application must be submitted for each vacancy.
- Once your application is complete, please submit to the address shown at the bottom of the Job Vacancy Notice by the listed closing date.
- Your application should be submitted along with a **certified** copy of your passport ID page or other picture ID; a clean, certified copy of one of the following documents: Belonger card, birth certificate or certificate of naturalisation; a clean, readable **certified** copies of diplomas, degrees or certificates; an official police certificate from your current country of residence; two (2) written reference letters attesting to your (i) professional and (ii) personal character.

HOW DO WE CONTACT YOU?

Mr Ms Mrs Dr Other _____

Last Name _____

First Name _____ Middle Name _____

Physical Address _____

Mailing Address _____

Country _____ Zip Code _____

Primary Phone _____ Alternate Phone _____

Email Address _____

EDUCATIONAL BACKGROUND

HIGH SCHOOL:

NAME/LOCATION OF SCHOOL: _____ RECEIVED: Diploma Other (specify) _____
 None

COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL:

NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE (MONTH/YEAR)		MAJOR/MINOR COURSE OF STUDY	TYPE OF DEGREE
		FROM	TO		

LICENSE, REGISTRATION, CERTIFICATION (teacher certification, RN, LPN, PE, CPA, etc.)

LICENSE, REGISTRATION OR CERTIFICATION:	NUMBER	DATE RECEIVED	EXPIRATION DATE	ISSUED BY

SKILLS, ABILITIES AND QUALIFICATIONS:

Driver's License (if required for job): Yes No Class/Type: _____ MS Office Suite AutoCAD GIS Other: _____

Second Language(s) and proficiency: _____

Other skills you possess and believe are relevant to the position you seek: _____

PERIODS OF EMPLOYMENT

Describe all work experience in detail, beginning with your current or most recent job. Include internships, job-related volunteer work, if applicable. Indicate number of employee/persons supervised. Use a separate block to describe each position or gap in employment. If needed, attach additional sheets, including the same information stated on this application. All information in this section must be completed. Resumes may be attached to provide additional information.

1 Name of Present or Last Employer: _____ May we contact your previous supervisor for a reference : Yes No

Address: _____ Phone No.: (_____)

Your Job Title: _____ Supervisor's Name: _____

Start Date: _____ End Date: _____ Hours per week: _____ No. of employees supervised: _____
MM/DD/YYYY MM/DD/YYYY

Duties and Responsibilities: _____

Reason for Leaving: _____

2 Name of Present or Last Employer: _____ May we contact your previous supervisor for a reference : Yes No

Address: _____ Phone No.: (_____)

Your Job Title: _____ Supervisor's Name: _____

Start Date: _____ End Date: _____ Hours per week: _____ No. of employees supervised: _____
MM/DD/YYYY MM/DD/YYYY

Duties and Responsibilities: _____

Reason for Leaving: _____

3 Name of Present or Last Employer: _____ May we contact your previous supervisor for a reference : Yes No

Address: _____ Phone No.: (_____)

Your Job Title: _____ Supervisor's Name: _____

Start Date: _____ End Date: _____ Hours per week: _____ No. of employees supervised: _____
MM/DD/YYYY MM/DD/YYYY

Duties and Responsibilities: _____

Reason for Leaving: _____

PREVIOUS EMPLOYMENT WITH THE GOVERNMENT OF THE VIRGIN ISLANDS

Were you previously employed by the Government of the Virgin Islands? Yes No

Ministry/Department: _____ Position(s): _____

If retired, do you receive a pension? Yes No Date of Retirement: _____
MM/DD/YYYY

Have you ever been dismissed or terminated from the Government of the Virgin Islands for performance or for disciplinary reasons? If yes, give details below. Yes No

RELATIVES

To your knowledge, do you have any close relatives working in the Ministry/Department that you are applying to? Yes No

BACKGROUND INFORMATION

CRIMINAL HISTORY

Have you ever been convicted by any court for a criminal offense? Yes No If "Yes", what charge(s): _____

Country: _____ Date of conviction (s): _____

NOTE: A record of conviction may not affect consideration of your application. The job-relatedness, nature, severity and date of the offense in relation to the position for which you are applying will be considered.

ALIASES

Please list any other names that you currently and previously used:

CITIZENSHIP

Are you a Virgin Islander (Belonger)? Yes No If not, please indicate your nationality: _____

When submitting your application for employment, evidence of Immigration Status/Citizenship is required (copy of your passport ID page or birth certificate or copy of belonger card etc.)

REFERENCES

Two (2) references are required. Please provide their contact information below:

1	Last Name: _____	First Name: _____
Occupation: _____	Period of time known: _____	
Mailing Address: _____		
Telephone Number: _____	Email Address: _____	
2	Last Name: _____	First Name: _____
Occupation: _____	Period of time known: _____	
Mailing Address: _____		
Telephone Number: _____	Email Address: _____	

CERTIFICATION

I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information submitted on this application may be investigated. I understand and agree that I may be required to submit to a pre-employment drug screening, physical, and background checks. I understand that I may be required to provide a police certificate from my previous countries of residence to work with the Government of the Virgin Islands. I consent to any person or organisation referenced in this application to provide the Government of the Virgin Islands official information that they may have regarding any of the subjects covered by this application. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.

HOW DID YOU HEAR ABOUT THIS VACANCY?

- Online Career Fair
- Government website Walk-in
- Newspaper (specify): _____ Other:

Applicant's Signature: _____ Date: _____
MM/DD/YYYY

ADDITIONAL INFORMATION

ABOUT THE APPLICATION

The following provides further explanations for some of the sections within the application.

Educational Background – You must include a complete record of your training and educational background. If more space is needed, attach additional sheets. **Certified copies of your training and educational qualifications, certificates and/or degrees are required when submitting your application.**

Licenses/Certifications – If the vacancy notice calls for a specific license, professional certificate or membership in a professional organization, list the full name of the license, certificate or organization, the license number and the official expiration date of the document or membership. A certified copy of the license/certificate is required with your application.

Skills, Abilities and Qualifications – In this section, indicate any other skills and abilities that are relevant to the job being applied for.

Periods of Employment – You must include a list of your paid and/or volunteer work experience which relates to the qualification requirements specified in the vacancy notice. List all relevant jobs regardless of the duration. You may attach your résumé or additional sheets, if necessary, including the same information stated on this application.

Previous Employment with the Government of the Virgin Islands. – You must answer “Yes” if you have ever been dismissed due to poor performance or misconduct. If yes, explain your answer in the space provided. Include the facts in brief, the grounds for any action taken against you, and the circumstances under which you left the position. This information may not necessarily prevent you from employment.

Relatives – You must indicate whether a close relative, including a spouse, parent, sibling, or child, is employed in the Ministry or Department to which you are applying.

Citizenship – In accordance with the Virgin Islands Constitution Order 2007, a Virgin Islander (Belonger) is a person born/adopted in the Virgin Islands of a father/mother who is a British overseas territory citizen or settled in the VI; born outside of the VI of a father/mother who is a British overseas citizen or descent from a father/mother born/belong to the VI; a British overseas citizen by virtue of registration in the Virgin Islands; or a person or the spouse of a person who belongs to the VI and granted a certificate under section 16 of the Immigration and Passport Act.

Criminal History – The Government of the Virgin Islands requires all applicants to submit an official police certificate from your country of residence. Police certificate should be no more than 30 days old. Conviction of a criminal offence will not necessarily prevent you from employment. The circumstances of the offence(s) will be taken into account when considering your suitability compared to the requirements and responsibilities of the vacancy.

References – You must identify a total of two (2) written references from persons, other than relatives, in your private and/or business life. The references must be included with your employment application.

Certification – Your signature and the date of the signature is required. If the application is not signed, it may be rejected.

Medical Examination – Where an appointment is offered, you may be required to undergo a medical examination. The relevant form will be forwarded to you for completion by a duly qualified health care institution registered with the Government of the Virgin Islands Medical and Dental Council.

NOTE: Your completed application and supporting documentation submitted will be treated with confidentiality and will only be disclosed to personnel involved in the recruitment process. **No originals should be submitted. You are required to submit only certified copies, where indicated.**

HOW TO APPLY

Prior to completing an application for any position, gather specific information about the duties of the job and relevant knowledge, skills, and abilities required by carefully reviewing the Job Vacancy Notice.

Use the information presented to ensure that your application, cover letter, résumé and other supporting materials address how your experience and education fulfil these requirements. The first page of this application lists the supporting documents required.

All applications for employment must be submitted to the address provided at the bottom of the Job Vacancy Notice, or by email to: hrrdbvi@gov.vg by the job closing date.

HOW CANDIDATES ARE SELECTED

The hiring Ministry/Department reviews the applications which have been received to determine who is eligible to compete further in the selection process. Job-related criteria are used to determine those applicants who will be asked to participate in additional assessment steps such as an interview, a work sample exercise, or a proficiency test. The job-related information gained during the selection process will assist the hiring Ministry/Department in making the final selection decision.

Notification on the progress of the selection process will be made by the hiring Ministry/Department. They should be contacted for updates on the status of an application.

FOR MORE INFORMATION ABOUT THE EMPLOYMENT WITHIN THE GOVERNMENT OF THE VIRGIN ISLANDS

Contact the Department of Human Resources at:

Telephone: (284) 468-2178

Fax: (284) 468-3191

Email: hrrdbvi@gov.vg

Mail: Department of Human Resources • Central Administration Building • Wickham's Cay I • Road Town • Tortola VG 1110 • British Virgin Islands