



**THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS**

**APPLICATION FOR EMPLOYMENT
ADMINISTRATIVE, TECHNICAL & SERVICE STAFF**

NOTE: Three copies of this form should be completed in the candidates handwriting and forwarded to the Director, Human Resources, The University of the West Indies, Cave Hill Campus, P.O. Box 64, Bridgetown.

Original Certificates and Testimonials should be submitted only when requested.

(PLEASE PRINT CLEARLY IN BLOCK CAPITALS)

GMiss
GMr
GMrs

FULL NAME:

POST APPLIED FOR:

DEPARTMENT:

HOME ADDRESS:

..... TELEPHONE (HOME) #:

EMAIL: TELEPHONE (CELL) #:

OFFICE ADDRESS:

..... TELEPHONE #:

MARITAL STATUS:

NATIONALITY: DATE OF BIRTH:
(MM/DD/YYYY)

NATIONAL REGISTRATION #: NIS #:

EDUCATION

SCHOOLS ATTENDED	FROM	TO

CERTIFICATES AWARDED

CXC GENERAL PROFICIENCY OR EQUIVALENT

EXAMINING BODY	YEAR	SUBJECT	GRADE

ADVANCED LEVEL OR EQUIVALENT

EXAMINING BODY	YEAR	SUBJECT	GRADE

Shorthand: (Pitman/Gregg/Speedwriting) words per minute
 Typewriting: (Intermediate/Advanced) words per minute
 Computer Applications:

 Other Qualifications:

PREVIOUS EXPERIENCE AND PRESENT EMPLOYMENT

Name of Employer	Duties Performed	Period of Employment		Reason for Leaving
		From YY/MM/DD	To YY/MM/DD	

PRESENT SALARY: SALARY EXPECTED:
 PRESENT EMPLOYER:
 ADDRESS: TELEPHONE #:
 How much notice would you be required to give from your present job?.....

Please give names and addresses of two referees to whom you are well known and who can be referred to, if necessary:-

- Title: Name:
 Address: Position:
 Email: Telephone #:
- Title: Name:
 Address: Position:
 Email: Telephone #:

Have you ever been convicted of a criminal offense? Yes G /No G
 If yes, please give details

Do you have any relatives working at the University? Yes G /No G
 If yes, please state below the name of your relative, and the department in which he/she works.

Please furnish, if possible, your impression of what is involved in the duties of the post.

Please furnish information of your extra-curricular activities, hobbies, etc.

Are you willing to be considered for other similar posts? Yes G /No G
 Signature:
 Date:
 (MM/DD/YYYY)