



GOVERNMENT OF MONTSERRAT
EMPLOYMENT APPLICATION FORM

SECTION A – POST DETAILS

POST APPLIED FOR:		MINISTRY/DEPARTMENT:
SALARY SCALE:	SALARY RANGE:	ALLOWANCES:

SECTION B – PERSONAL DETAILS

Please tick

TITLE: Dr. Mr. Mrs. Ms. Miss Other.....

SURNAME:	OTHER NAMES:
DATE OF BIRTH: dd/mm/yyyy	Please tick <input checked="" type="checkbox"/> SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female
PLACE OF BIRTH:	NATIONALITY (<i>List all Nationalities</i>)
CURRENT ADDRESS:	MAILING ADDRESS (<i>if different from Current Address</i>)
EMAIL ADDRESS:	TELEPHONE NUMBER(S):

SECTION C – PUBLIC SERVICE

To be completed by Current Public Servants Only

<p>CURRENT EMPLOYMENT STATUS</p> <p>Please tick <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> Permanent</p> <p><input type="checkbox"/> Permanent and on Probation</p> <p><input type="checkbox"/> Non-Established</p> <p><input type="checkbox"/> Special Agreement</p> <p><input type="checkbox"/> Contract</p>	<p>DEPARTMENT/MINISTRY CURRENTLY EMPLOYED:</p>
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SECTION D – EDUCATION, QUALIFICATION & MEMBERSHIP

Certified copies of qualifications MUST be attached

EDUCATIONAL INSTITUTION (Please state where you were educated)	QUALIFICATIONS (Please state year and level of qualifications e.g. CXC, GCSE, BA, PhD, plus subject and grade attained)	MEMBERSHIP OF A PROFESSIONAL BODY (Please state name of body and year of membership and current status)

SECTION E – CAREER DETAILS

Begin with your current or most recent employer

DATES (mm/yyyy)	ORGANISATION	JOB TITLE & BRIEF JOB DESCRIPTION	
			Current Salary

SECTION F – PERSONAL STATEMENT

You **MUST** complete this section.

Please write a personal statement

1. Outline clearly the reasons for applying for the post.
2. Demonstrate your suitability for the post against the requirements in the Person Specification in the Vacancy Notice. Provide examples that demonstrate your proven experience and competence for the post.

Attach additional sheets if necessary and please add your name and vacant position to each sheet

SECTION G – REFERENCES

Please give details of two (2) referees who can comment on your suitability for the post.

NAME:	NAME:
JOB TITLE	JOB TITLE
ORGANISATION:	ORGANISATION:
ADDRESS:	ADDRESS:
TEL NO:	TEL NO:
EMAIL:	EMAIL:

ADDITIONAL INFORMATION

Dates you are unavailable for interview:	Please tell us where you first saw the advertisement for the position:
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Declaration:

I declare that the information I have given is to the best of my knowledge and belief, true and complete.

Signature:

Date:

Name:

Please note that if you have given any information that you know is false or have withheld any information, this may lead to your application being rejected or if you have already been appointed, to your dismissal.

Ensure that your application includes	Your application form may be sent on or before the closing date
<ul style="list-style-type: none"> ☞ Completed application form ☞ Certified copies of qualifications ☞ Two recent letters of reference 	<p>By email jobs@gov.ms</p> <p>By fax 664-491-6234</p> <p>By mail Director Human Resource Management Unit Office of the Deputy Governor P O Box 292 Brades Montserrat, West Indies</p>