

SIR ARTHUR LEWIS COMMUNITY COLLEGE APPLICATION FOR EMPLOYMENT

PLEASE ATTACH RECENT PHOTOGRAPH HERE

PLEASE TYPE OR PRINT IN INK

POST APPLIED FOR: ………………………………………………………………..

1. SURNAME: ………………………………… CHRISTIAN NAME(S): …………………………………………….

2. POSTAL ADDRESS: ………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………. 3. HOME ADDRESS: …………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………. 4. TELEPHONE NO. {WORK} …………………………………….. {HOME} …………………………………………….

{CELL} ……………………………………….

5. EMAIL ADDRESS: …………………………………………………………………………………………………………….

6. PLACE OF BIRTH: ………………………………………… 7. DATE OF BIRTH: ……………………………………..

day.. / …month… / year

8. NATIONALITY: …………………………………………… 9. SEX: MALE { } FEMALE { }

10. MARITAL STATUS: ……………………………………… 11. RELIGION: …………………………………………….

12. NUMBER AND AGES OF CHILDREN: …………………………………………………………………………………..

13. ID/PASSPORT NUMBER: …………………………………………………………………………………………………...

14. EDUCATION:

|  |  |  |  |
| --- | --- | --- | --- |
| EDUCATION |  | YEARS ATTENDED | |
| PRIMARY |  |  |  |
| SECONDARY |  |  |  |
| TERTIARY |  |  |  |

15. QUALIFICATIONS: (SUBMIT CERTIFIED PHOTOSTAT COPIES OF CERTIFICATES AND DIPLOMAS)

ACADEMIC:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| INSTITUTION | YEARS ATTENDED | | SUBJECTS STUDIED | CERTIFICATES/DIPLOMAS  OBTAINED |
|  |  |  |  |  |
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|  |  |  |  |  |

PROFESSIONAL:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| INSTITUTION | YEARS ATTENDED | | MAIN COURSE OF STUDY | DEGREES AND ACADEMIC  DISTINCTIONS OBTAINED |
|  |  |  |  |  |
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|  |  |  |  |  |

NOTWITHSTANDING ANY RESUME ATTACHMENT, PAGES 2 TO 3 OF THE APPLICATION FORM MUST BE COMPLETELY FILLED.

EMPLOYMENT HISTORY:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PRESENT OR MOST RECENT POST | | | | BRIEFLY DESCRIBE YOUR WORK |
| FROM | | TO | |  |
| MONTH | YEAR | MONTH | YEAR |
| TITLE OF POST: | | | |
| TYPE OF BUSINESS/SUBJECTS TAUGHT: | | | |
| NAME AND ADDRESS OF EMPLOYER: | | | |
| NAME OF HEAD OF DEPARTMENT: | | | |
| REASONS FOR LEAVING, IF APPLICABLE:  SALARY: | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PREVIOUS POST | | | |  |
| FROM | | TO | |
| MONTH | YEAR | MONTH | YEAR |
| TITLE OF POST: | | | |
| TYPE OF BUSINESS/SUBJECTS TAUGHT: | | | |
| NAME AND ADDRESS OF EMPLOYER: | | | |
| NAME OF HEAD OF DEPARTMENT: | | | |
| REASONS FOR LEAVING, IF APPLICABLE:  SALARY: | | | |
| PREVIOUS POST | | | |  |
| FROM | | TO | |
| MONTH | YEAR | MONTH | YEAR |
| TITLE OF POST: | | | |
| TYPE OF BUSINESS/SUBJECTS TAUGHT: | | | |
| NAME AND ADDRESS OF EMPLOYER: | | | |
| NAME OF HEAD OF DEPARTMENT: | | | |
| REASONS FOR LEAVING, IF APPLICABLE:  SALARY: | | | |

1. List any other relevant experiences/interests.

……………………………………………………………………………………………………………………………………

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……………………………………………………………………………………………………………………………………

1. PERSONAL REFERENCES

Give names and addresses of two (2) persons who have known you at least five (5) years and who have agreed to be used as references.

|  |  |  |
| --- | --- | --- |
| **FULL NAME** | **ADDRESS** | **BUSINESS/ OCCUPATION** |
| ……………………………………….. | ………………………………………….. | ……………………………………. |
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|  | ………………………………………….. | ……………………………………. |

18. ……………………………………………………….. ……………………………………………… SIGNATURE DATE

19. APPLICATION FORMS IN DUPLICATE SHOULD BE ADDRESSED TO:

Human Resource Manager

Sir Arthur Lewis Community College Morne Fortune, Castries

St. Lucia, West Indies