



4605 Tutu Park Mall #200
 St. Thomas, VI 00802
 Tel: (340) 775-5646
 Fax:(340) 775-5766

#14 Estate Plessen
 Frederiksted, VI 00840
 Tel: (340) 719-1870
 Fax: (340) 719-1874

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran's status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

PLEASE PRINT

Position(s) applying for		Date of Application	
Last Name	First Name	Middle Name	
Address (Physical)		Mailing	
Telephone Number (s)	Date of Birth	Sex: Female <input type="checkbox"/> Male <input type="checkbox"/>	

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever been employed with us before? Yes No

If yes, give date: _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment

On what date would you be available for work? _____

Are you available to work: Full time Part time

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment

If yes, please explain _____

Indicate any foreign language(s) you may speak, read and/or write.

____ Spanish ____ Patois ____ Other: _____ (specify)

Are you physically or otherwise unable to perform the duties of the job for which you are applying? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Employees are treated during employment without regard to race, color, religion, sex, national origin, age marital or veteran status, medical condition or handicap, or any legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military services assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1	Employer	DATES		Work performed	
		From	To		
	Address				
	Telephone Number(s)	HOURLY			
		Start	Final		
2	Employer	DATES		Work performed	
		From	To		
	Address				
	Telephone Number(s)	HOURLY			
		Start	Final		
3	Employer	DATES		Work performed	
		From	To		
	Address				
	Telephone Number(s)	HOURLY			
		Start	Final		
	Job Title				

*If you need additional space, please continue on a separate sheet of paper

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

<u>EDUCATION</u>	Elementary/Jr. High					High School				Undergraduate				Graduate			
School Name and Location																	
Years completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills, and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application.																	

REFERENCES

Give name, and telephone number of three (3) references who are not related to you and aren't previous employers.		
1.	2.	3.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date