



Application for the Position of Administrative Assistant in Union Island

Please complete this form in BLOCK letters and in black or blue ink only.

PHOTO

Title: Mr. Mrs. Ms.

Surname: _____

First Name: _____

Middle Name: _____

Alias: _____

Contact Info: _____

Home: _____

Cell: _____

Work: _____

Email: _____

Place of Birth: **Date of Birth:** **Nationality:**

Marital Status: _____ **Name of Spouse:** _____

Date of Marriage _____ **Date of Divorce** _____

No of Children: _____ **# Sons** _____ **# Daughters** _____

Height: _____ **Chest Measurement:** _____ **Weight:** _____

Current Address _____

Previous Address _____

Have you ever been convicted of an offence?: _____ **State particulars:** _____

Previous Services (Eg: Police Force, Army) _____

	Name of Educational Institution	Period	
		From	To
Primary			
Secondary			
Tertiary			
Other			

Qualifications

Level (BSc., A'Level, O'Level)	Year	Grade

Skills (languages, Computer skills,etc.):

Employment History

Name of Company	Position Held	Period	
		From	To

I certify that the information stated herein is true and correct and that I may be disqualified for any false information given.

Signature of Applicant _____ **Date:** _____

Note

The following must accompany this application:

- Two (2) Testimonials
- Two (2) Recent Passport Sized Photographs
- Original and Copy of Academic Certificates
- Original and Copy of Birth Certificate
- Original and copy of Photo ID