



Grand Bay • Canouan •
 St. Vincent and the Grenadines • VC0450 •
 Phone 784-458-8773 • Fax 784-458-8831 •
 E-mail hr@ccalimited.com •
www.ccalimited.com

EMPLOYMENT APPLICATION

Please complete in CAPITAL LETTERS

VACANCY INFORMATION

Have you previously applied to CCA Limited? _____ If yes, when? _____

Position applied for: _____ Salary expectations (in EC\$) _____ Per hour/month/year

Notice period at current job: _____ English: Write _____, Read _____, Speak _____ (good, fair, bad, no)

How did you learn about the vacancy? _____ (TV, Radio, Newspaper, Internet, friend)

Employment requested: Full-time Part-time Temporary Casual

PERSONAL DETAILS

Surname: _____ First name(s): _____

Name you wish to be known by: _____ Marital status: _____

Present address: _____ E-mail: _____

Telephone number: Work: _____ Home: _____ Cell: _____

Date of birth: _____ N.I.S. number: _____ NCB Ac #: _____

National ID #: _____ Drivers License Class: _____ Passport # _____

Nationality: _____ Place of birth: _____ Police Record date: _____

PERSON TO CONTACT IN AN EMERGENCY

Name: _____ Address: _____

Telephone number: _____ Relationship: _____

EDUCATION

From	To	Name and address of school, college, etc	Qualifications gained

Other relevant qualifications, courses, awards: _____

EMPLOYMENT (Show most recent employment first)

(Current employer will not be contacted until job offer is made and accepted, unless otherwise advised)

From	To	Company name, address and telephone number	Job Title	Salary	Reason for leaving

Please note that you may not receive a response from us if your application does not meet the criteria for advertised positions or the position you applied for is NOT available. All Applications are kept in our database for one year. We will contact you if a suitable position becomes available.

Please explain any gaps in your employment history:

From: _____ to: _____ reason: _____

From: _____ to: _____ reason: _____

MEDICAL DETAILS

1. Is your general health good? Yes No
2. Have you suffered with any medical condition in the past, which is of any ongoing significance for your present health or future health? Yes No
Please explain: _____
3. Have you been absent from work because of sickness or accident in the last 2 years? Yes No
If yes, please explain the reason and number of days: _____
4. Have you suffered any work related problems? Yes No
If "yes", please specify: _____
5. Has your work activity ever been restricted because of a health problem? E.g.; lifting because of a back injury, or VDU usage because of a repetitive strain. Yes No
If "yes", please specify: _____
6. What is your blood type? _____

Please Initial

I understand that the offer of employment is subject to verification of data provided by previous employers and that the company may administer extensive background checks.

GENERAL INFORMATION

Interests and hobbies: _____

Do you have any relatives presently working for CCA Ltd? Yes No

If, "Yes", Name: _____ Position: _____ Relationship: _____

Have you ever been arrested or convicted of a crime? Yes No

If "Yes", please give details: _____

Do you have any current court cases pending? Yes No If "Yes", please give details: _____

For Non-Vincentians: Do you have permission to work in Canouan? Yes No

PLEASE READ THE FOLLOWING CAREFULLY

This application or the granting of an interview does not imply any responsibility on behalf of CCA Ltd to employ the candidate. Applicants understand and accept that CCA Ltd will verify the information contained herein. In order to be accepted, applicants will be subject to the necessary admittance and medical examinations, as well as to probationary time. **Please attach copies of Identification, police record, license and certificates.**

To the best of my knowledge and belief, the above information is correct and no facts have been withheld. I understand that withholding or giving false information will result in immediate dismissal.

Please sign here: _____ Date: _____

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