

APPLICATION FOR EMPLOYMENT

Last Name

First

Middle

Position Sought

Date



Please return this completed form, resume / CV, copies of other relevant licenses, and copies of qualifications held, to:

S. I. HUMAN RESOURCES DEPARTMENT
P.O. BOX 2942
EAST END
TORTOLA VG 1120
BRITISH VIRGIN ISLANDS

EMAIL: CAREERS@SCRUBISLAND.COM

POSITION DETAILS

Preferred position sought

Expected pay

Alternate position sought

Preferred status

Full-time

Part time

Casual

Temporary

Hours Available

Full-time

Flexible

Evenings

Overnight

Give particulars of days / hours you are available to work

How much notice must you give?

When can you start?

APPLICANT INFORMATION

Full Name	Last	First	Middle initial
Address	Street Address		Apartment / Unit #

Home Phone () Cell Phone ()

Social Security #

Driver's License # Expiration Date

Type of License

Do you have relatives or friends currently employed by our company? Yes No

Name of relative or friend

SKILLS

Technical skills (e.g. computers, kitchen equipment, engineering tools, etc.)

Other skills

EMPLOYMENT HISTORY (Most recent first - please complete this section even if you are attaching a resume / CV.)

Position	Dates (from / to)
Employer	Address
Duties	
Reason for leaving	May we contact your previous supervisor or reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Referee (name & position)	Phone number ()

Position	Dates (from / to)
Employer	Address
Duties	
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Referee (name & position)	Phone number ()

EDUCATION

	Name of institution	Start Month/Year	Finish Month/Year	Level achieved	Qualification obtained (please attach a copy)
High School					
College / University					
Technical Training					
Other					

APPLICATION DECLARATION (Please check each statement to indicate that you have read and understood each point)

- I declare that the statements made by me in this application are true and complete and understand that a false or misleading answer renders me liable for dismissal.
- I will abide by company rules and policies as declared to me or contained in the associate handbook, notice boards, or manuals.
- If I am supplied with a uniform, it will be worn at all times while at the resort and I agree to return it in good condition upon departure. Loss or damage may result in deduction from my salary.
- I agree to have my salary paid directly into my bank account on a fortnight or monthly basis.
- I agree to retain the confidentiality of the company documents, systems, manuals, financial information, and guest information. I understand that not doing so may be grounds for dismissal.
- I acknowledge that Scrub Island will take all responsible steps to ensure the depersonalization and / or disposal of employee and application information.
- I acknowledge that Scrub Island will use employee and personal information to the extent required to perform its employment obligation and respective management of its human resources.
- I acknowledge access to employee personal information will be restricted to those needing access for the performance of their duties.
- I agree to submit a police report as part of my application for employment. I understand that either refusal to submit a police report, or failure to qualify according to the minimum standards established by Scrub Island Resort, may disqualify me from further consideration for employment.
- I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in the immediate termination of employment.
- Supplies, materials, and equipment to operate the resort are expensive - Scrub Island takes actions to ensure that Scrub Island property stays on Scrub Island. Associates can expect bag checks and spot inspections.
- Scrub Island strives to provide associates with a safe and enjoyable working environment. Scrub Island has a zero tolerance policy for the possession of weapons, threats, or violence of any kind.
- Scrub Island promises a guest service experience of the highest level. Associates' performance is measured and inspected. Associates are responsible for feedback obtained through questionnaires, mystery shoppers, active reports, and other hospitality commentaries.

Signed _____

Date _____

VOLUNTARY INFORMATION

Scrub Island is an equal opportunity employer and selects individuals best matched for the job based on job-related qualifications regardless of race, color, religion, sex, national origin, sexual orientation, age, or disability in compliance with the BVI Labour Code.

Completion of the information below is voluntary, not required for employment, and will not affect the decision regarding your application for employment with Scrub Island.

Country of Origin	<input type="checkbox"/> British Virgin Islands	<input type="checkbox"/> Caribbean Nation:	<input type="checkbox"/> United States
	<input type="checkbox"/> United Kingdom	<input type="checkbox"/> Canada	<input type="checkbox"/> Other:
Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male	
Language - Primary:	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write
Language - Secondary:	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write
How did you hear about this position?	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Company Employee	<input type="checkbox"/> Professional Publication
	<input type="checkbox"/> Job Fair	<input type="checkbox"/> Placement Office	<input type="checkbox"/> Web Site
	<input type="checkbox"/> Other:		

THANK YOU FOR YOUR INTEREST IN WORKING WITH OUR SUCCESSFUL TEAM.

 **BRITISH VIRGIN ISLANDS**