



FEDERATION OF ST. CHRISTOPHER AND NEVIS
APPLICATION FOR WORK PERMIT

**TO: THE PERMANENT SECRETARY
 MINISTRY OF NATIONAL SECURITY
 LIVERPOOL ROAD
 BASSETERRE**

I hereby apply for work permit to employ the undermentioned person. The following details are submitted in support of my application.

Name of Employer
 Address Phone NO.
 Nature of Business Social Security Registration No.
 Business License No. Number of Persons Currently Employed

LOCALS		NON-LOCALS	

Name of person to be Employed
 Occupation
 Duties
 Period of Employment
 Work Experience.....
 Did you contact the Employment Agency of the Labour Department?
 Did you advertise the position locally?

If "YES",

- a) Provide evidence of Advertisement
- b) Indicate the number of Nationals who applied.....
- c) Give reason (s) for the refusal to Employ any of the Nationals who applied

Employer's Signature

Date of Application

Attach completed questionnaire and relevant documents of the prospective employee



ST. CHRISTOPHER AND NEVIS

WORK PERMIT APPLICATION FOR THE EMPLOYEE

1. Surname at present and any other surname used at any time:
2. Full Christian Names
3. Present Address
4. Permanent Address (if different from present address)
5. Date of birth
6. Place of Birth
7. Nationality- Now and at Birth Date of any change and place at which such change was recorded
8. Description: Height, build, color of eyes and distinguishing marks
9. Schools attended with dates of attendance
10. Languages spoken
11. Dates of marriage of applicant (and, if divorced, dates of such divorce and place where granted)
12. (a) Present occupation and place of occupation
(b) Other occupations since leaving school
13. Proposed source of income while resident in the Federation
14. Particular of Income (give approximate figure per annum)

15. Qualifications
16. Dependents(Please list names of children, and elderly persons who depend on you for survival)
17. Name, Address, Nationality and occupation of mother, father, sisters, brothers, wife or husband. If deceased give date of death
18. All countries where applicant resided with dates of entering and leaving
19. List date of entry into the Federation of St Kitts and Nevis
20. Full passport particulars Number/ Issue Date/ Expiry Date
21. Whether accompanied by or associating with any other person also visiting
22. Details of previous visits to the Federation
23. Intended place of residence while here and duration of visit
24. Full details of person with whom subject will be staying or conducting business
25. Details of aircraft (Flight No.) or method of travel to the Federation
26. Reason for desiring residence In the Federation

Signature of Applicant _____

Date _____

DOCUMENTS REQUIRED

(ALL DOCUMENTS **MUST** BE SUBMITTED IN ORIGINAL OR CERTIFIED COPY
FORMAT)

- ✚ **Birth Certificate**
- ✚ **Passport**
- ✚ **Police Certificate or Affidavit**
- ✚ **Marriage Certificate (if applicable)**
- ✚ **Divorce Decree (if applicable)**
- ✚ **Military Record (if applicable)**
- ✚ **Affidavit of Support**
- ✚ **Evidence of own assets**
- ✚ **One (1) passport sized photograph**
- ✚ **Birth Certificate of each unmarried child under 18 years**
- ✚ **Evidence of offer of employment**
- ✚ **HIV Test Result**
- ✚ **VDRL**
- ✚ **X ray of chest**
- ✚ **Mantoux for TB**



FEDERATION OF ST. KITTS AND NEVIS
Ministry of National Security

Work Permit ID Application Form

FILL IN BLOCK LETTERS

- 1. Surname
- 2. Christian Names.....
- 3. Local Address
.....
- 4. Tel Nos. Home/ Cell Work
- 5. Place of Birth
- 6. Date of Birth Gender
- 7. Nationality.....
- 8. Marital Status
- 9. Occupation Social Security #.....
- 10. Name of Employer.....
- 11. Business
Address.....
- 12. Commencement Date of Employment

[Date] _____ *Signature of Applicant*

FOR OFFICIAL USE ONLY

- 13. I.D. #
- 14. Date of Issue
- 15. Expiry Date.....

.....
Employer's Signature

.....
Ministry of National Security, Immigration & Labour

[*Date of Application*]