



**POSITION**

Position(s) applying for: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Start Date: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_  Hour  Salary

Employment Type Desire:  Full-Time  Part-Time  Seasonal/Temporary

Please select any day(s) of the week you are **NOT available** to work:

No Pref.  Mon  Tue  Wed  Thur  Fri  Sat  Sun

What hours are you available to work? \_\_\_\_\_

Have you applied here before?  Yes  No If yes, when? \_\_\_\_\_

Have you worked here before?  Yes  No If yes, when? \_\_\_\_\_

Do you have any disability that would prevent you from performing certain jobs?  Yes  No

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any relatives currently employed at TCIAA? \_\_\_\_\_

If yes, please state their names and your relationship.

\_\_\_\_\_

Were you referred to apply here by one of TCIAA's current team members?  Yes  No

If yes, who was it? \_\_\_\_\_

**EDUCATION**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

Other training, certifications or licenses held: \_\_\_\_\_

**EMPLOYMENT HISTORY FOR THE PAST 5 YEARS:**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Date Employed: \_\_\_\_\_ Date Ended: \_\_\_\_\_  
*mm/yyyy mm/yyyy*

Position held: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact them?  Yes  No

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Date Employed: \_\_\_\_\_ Date Ended: \_\_\_\_\_  
*mm/yyyy mm/yyyy*

Position held: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact them?  Yes  No

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Date Employed: \_\_\_\_\_ Date Ended: \_\_\_\_\_  
*mm/yyyy mm/yyyy*

Position held: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact them?  Yes  No

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Date Employed: \_\_\_\_\_ Date Ended: \_\_\_\_\_  
*mm/yyyy mm/yyyy*

Position held: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact them?  Yes  No

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Date Employed: \_\_\_\_\_ Date Ended: \_\_\_\_\_  
*mm/yyyy mm/yyyy*

Position held: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact them?  Yes  No

#### REFERENCES

*Please list two (2) references other than relatives or previous employers.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

## Acknowledgement & Authorization

I \_\_\_\_\_ certify that the facts provided in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be grounds for dismissal. I authorize the investigation of all statements contained herein and the references and employers listed above, to give any information concerning previous employment and any pertinent information that may be used from the utilization of such information. I also understand and agree that no representative of the Turks and Caicos Islands Airport Authority has any authority to enter into any agreement for employment for any specified period or make any agreement contrary to the foregoing unless it is in writing and signed by an authorized representative.

I understand and acknowledge that, if selected for employment, I will be required to submit to a pre-employment drug screening test.

\_\_\_\_\_ initial

I understand that the additional documents below are needed for my application to be considered.

- An enhanced Police Record
- Reference letters from previous jobs within the last 5 years (stating start to end date)
- Proof of my right to work in the Turks and Caicos Islands must be provided **BEFORE** being hired.
- A copy of my Passport
- A copy of my Turks and Caicos Status Card or Other Status Card
- A copy of my NHIP/NIB
- A copy of my Covid-19 Vaccination Card

Applicant's Signature \_\_\_\_\_

Date: \_\_\_\_\_

dd/mm/yyyy