



FORM 1

Government of Anguilla
MINISTRY OF LABOUR
WORK PERMIT APPLICATION
(General or Temporary)

Attach 2 photos here.

This application contains 2 documents:

- Application Form; and
- Basic Outline of Employee's Terms and Conditions.

1. Indicate the category of work permit applied for:

- a) general
- b) temporary (general)

2. Name of work permit holder:.....

3. Name of position to be occupied by work permit holder:.....

4. How long do you want a work permit for?.....; Expected start date:.....

5. Name of employer:

6. Contact information of employer:

email: /

cell or tele: /

Address:.....

7. Is the employee a family member of the employer? Y N .

8. If yes, what is the relationship?.....

9. Place of employment (if different to employer):

email: /

cell or tele: /

Address:

10. How did you make contact with the employee?

11. Was the position advertised? Y N . If yes, indicate where and for how long?.....

- Attach a copy of the advertisement.
- If the position was not advertised then attach the exemption letter from the Minister.
- Did a qualified Anguillian or their spouse or a qualified person legally and ordinarily resident on Anguilla apply for the position advertised? Y N .
 - If yes, then indicate the name, address, email and cell phone information for each person and attach this in a separate note.
- Explain why employment has not been taken up by an Anguillian or their spouse or by a person legally and ordinarily resident on Anguilla and attach this in a separate note

PROSPSPECTIVE EMPLOYEE'S INFORMATION

1. Name of applicant (*in full*):
 Sex: M F

2. Contact information:

email:/.....

cell or tele:/.....

Address outside of Anguilla:

.....

Address in Anguilla:

.....

3. Identity Information:

Country of birth.....

Date of birth:.....; age:.....

Nationality:

Passport number:

4. Can the employee communicate in English: *Reading* Y N ; *Writing* Y N ; *Speaking* Y N ?

5. Qualifications and experience:

Relevant qualifications and year attained

Name of Institution

.....

.....
.....
.....
.....

If the above is not applicable then indicate previous work experience:

.....
.....
.....
.....

Previous employers for last 5 years:

Employer's name	Address and contact information	Position held
.....
.....
.....
.....
.....

6. Please indicate the immigration status applicable to the applicant:

- not on island;
- on island – visitor;
- on island – temporary work permit;
- on island – living with a person who has a work permit/residence stamp holder/government worker;
- on island – living with Anguillian as spouse or partner;
- on Island – other – explain:.....
.....

7. Has the applicant been granted previous work permits? Y N. If yes, then indicate when:

.....
.....

8. Has a work permit been denied to the applicant by Government of Anguilla? Y N. If yes, indicate when and why:

.....

9. Does the applicant have any contagious disease? Y N.; If yes, provide details of this:

.....
.....

10. In the past 10 years, has the applicant been convicted of any criminal offence for which a sentence of imprisonment was imposed - in any jurisdiction? Y N. If yes, provide the following details:

Date	Offence	Sentence
.....
.....
.....
.....

11. Does the Applicant have an outstanding arrest warrant in any country? Y N.; If yes, provide details of this:

.....

.....

.....

12. Has the Applicant ever been restricted from entering any country or deported from any country?

Y N. If yes, provide details:

Date	Country	Sentence
.....
.....
.....

DEPENDANTS

Fill in the information for the persons who will be residing with you for duration of work permit.

SPOUSE or PARTNER

Sex: M F

Name	Marital status	Nationality	Age
.....	single <input type="checkbox"/> or married <input type="checkbox"/>

CHILDREN

Name	Nationality	Age
.....
.....
.....
.....



Part 2

GENERAL TERMS AND CONDITIONS FOR WORK PERMIT HOLDERS

This document is to be filled out by the employer and is used for the protection of the employee

The Labour Department will forward a copy of this document to a prospective work permit holder

Name of Employer:

Name of Business:

Name of Employee:

Position to be held:

Start date:

End date:

Amount of salary/wages:

Time when salary/wages will be paid:

Hours/days an employee will work:

Weekly periods of rest:

Daily breaks and how long:

- Lunch: time:.....; how long:.....
- Other meals: time.....; how long:.....
- General breaks: time:..... how long:.....

Amount of holidays per year:

Do you require the employee to pay 50% of the work permit fee? Y N. If yes, then indicate the amount:

Will you be covering the travel to Anguilla? Y N. If yes, then indicate the flight and/or boat arrangements: Flight information and cost:

Is there a travel allowance to facilitate arrival to Anguilla? Y N. If yes, then indicate the amount:

Does this employee require a visa to travel to Anguilla Y N. If yes, then indicate the cost of the visa and who is going to pay for it:

.....

Other Benefits:

- Housing: Y N; if yes then indicate either the allowance amount and time of payment:

.....OR
state the location of the house provided:.....

OR

describe the room and board if the person is living-in:

- Transportation: Y N; if yes then indicate either the allowance amount or indicate whether a vehicle or car service will be provided:

- Health insurance: Y N

- Pension: Y N

- Gratuity: Y N

- Bonuses Y N

- Profit sharing Y N

- Stock options Y N

- Other: Y N
-
-

NOTES:

- A work permit holder has the right to keep in his or her possession their travel and identity documents such as their passport and return ticket.
- An employer cannot dictate the movements of an employee after working hours.
- An employee does not have to give an account of their personal time to an employer.
- An employer cannot unilaterally change the terms and conditions of an employee or force an employee to perform tasks not in-keeping with the position held.

DECLARATION

I declare that the information provided by me in this application is true to the best of my knowledge and belief.

I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may delay the processing of the work permit or may result in the application being denied.

Name of employer/employer's representative:

Signature of employer/employer's representative:

Position held:

Date:/...../.....



{If a Company, Place Company Stamp here}

FOR OFFICIAL USE

Application Received Date:

Rec'd #:

Work Permit Processing Fee #:

LMIS #:

Work Permit Registration #:

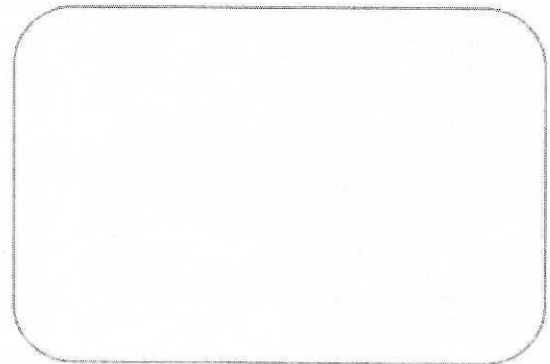
Social Security Check:

Immigration Check:

Background Check:

Work Permit Application Fee/Range: \$

Fee Determined by Minister: \$



Payment Stamp

Application **approved/ refused**

Signature: _____

Minister of Labour

Date: