

## EMPLOYER REGISTRATION FORM

### What is EQUIP – Engaging Qualified Interns Project?

This is a job placement/attachment project which seeks to develop or enhance the skill sets of unemployed, academically qualified but unemployed citizens of St Kitts and Nevis, through a 6-month period of internship with established private and public sector entities, hence breaking the cycle where jobseekers are unable to obtain employment without relevant experience.

- The program ultimately aims to facilitate the provision of employment opportunities for participants and enable them to contribute to productive socio-economic development.
- Participants in the program will receive a weekly stipend.

The scheme will also give young people a real opportunity to gain valuable experience to bridge the gap between study and the beginning of their working lives.

Interns will receive a weekly allowance. This will be payable for the period of the internship.

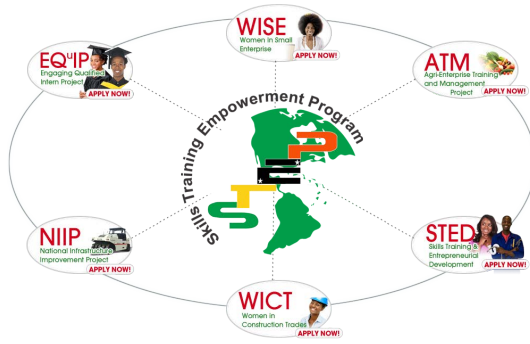
### What are the benefits of taking on an intern?

By taking part in the **EQ<sup>U</sup>IP** – Engaging Qualified Interns Project, , your organisation will:

- Give an unemployed person the opportunity to gain relevant work experience
- Access potential future employees
- Enhance the performance of your organisation by offering an internship to motivated individuals with enthusiasm and a passion for developing their careers
- Bring in fresh talent, fresh ideas and new thinking
- Access newly trained interns with recent skills sets or skilled workers that add real value to your organisation.

### Organization Responsibility

- This programme is open to host organisations in the private, public or community and voluntary sectors.
- The host organisation has responsibility to ensure that the appropriate process is applied to job attachments as follows;
  - ❖ Intern Supervision
  - ❖ Approval & Submission of Attendance Forms
  - ❖ Performance Evaluation Assessments



- Social Security will cover the interns in this project.
- The internship will not be provided to displace an employee. The project administrator reserves the right to review cases where it is reported that this is the case.
- The host organisation must be fully compliant with current workplace health and safety, and all other legal requirements under the Labour laws.

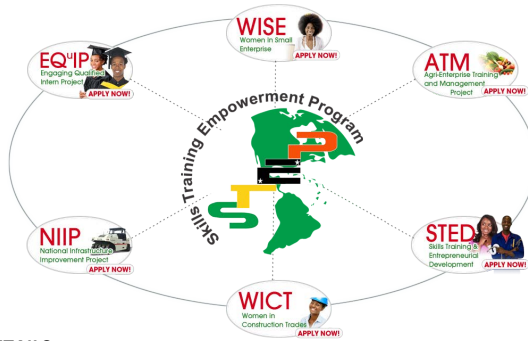
I agree to terms and conditions above as it relates to my participation in the above mentioned project.

---

Date

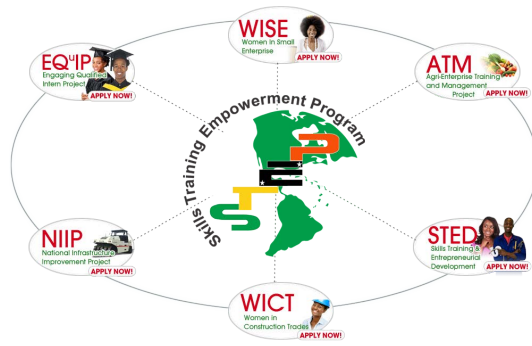
---

Signature



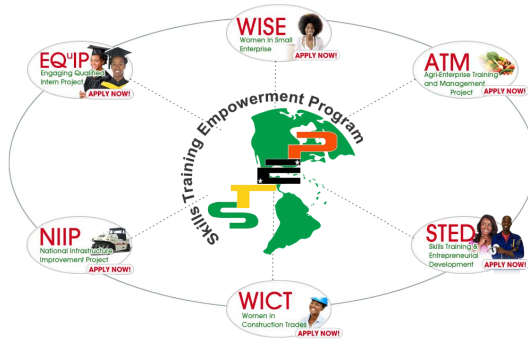
**1. GENERAL ORGANISATION DETAILS:**

Organisation Name:	
Short Description of Organisation:	
Address:	
City:	Years in Operation:
Village:	No. of Employees:
Telephone (Office):	E-mail Address:
Telephone (Fax):	Web Site: (if any)
<b>LEGAL STATUS – (Check One)</b>	
<input type="checkbox"/> Co-operative	<input type="checkbox"/> Ltd. Liab Co.
<input type="checkbox"/> Partnership	<input type="checkbox"/> NGO/CBO
<input type="checkbox"/> Sole Owner	<input type="checkbox"/> Public Administration
<input type="checkbox"/> State Owned Corp.	
<b>Contact Person</b>	
<b>First Name:</b>	<b>Last Name:</b>
<b>Position</b>	<b>Personal E-mail:</b>
<b>Tel Cell:</b>	<b>Password:</b>



**2. INDUSTRY SECTOR (Please tick all that apply)**

<input type="checkbox"/> Import/Export Wholesale/ Retail	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Community /Voluntary Organisation	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Creative Arts	<input type="checkbox"/> Education /Teaching	<input type="checkbox"/> Port Operations	<input type="checkbox"/> Engineering	<input type="checkbox"/> Public Works
<input type="checkbox"/> Banking	<input type="checkbox"/> Professional Services	<input type="checkbox"/> Real Estate	<input type="checkbox"/> Health Care	<input type="checkbox"/> Hospitality
<input type="checkbox"/> Construction	<input type="checkbox"/> Public Administration	<input type="checkbox"/> Telecommunications	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Trades



## INTERNSHIP VACANCY LISTING JOB DESCRIPTION FORM

**1. PROJECT UNDER STEP (Please tick which applies)**

<input type="checkbox"/> EQUIP	<input type="checkbox"/> NIIP	<input type="checkbox"/> ATM	<input type="checkbox"/> STED	<input type="checkbox"/> WICT
--------------------------------	-------------------------------	------------------------------	-------------------------------	-------------------------------

Title of Position: \_\_\_\_\_

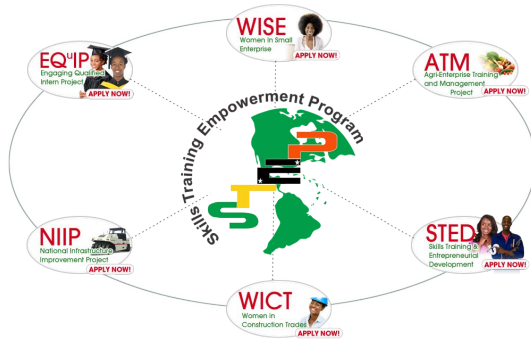
# of Persons \_\_\_\_\_

Years of Work Experience: \_\_\_\_\_

### General Responsibilities

List up to 10 General Responsibilities

•
•
•
•
•
•
•
•
•
•



## Job Requirements

### Experience

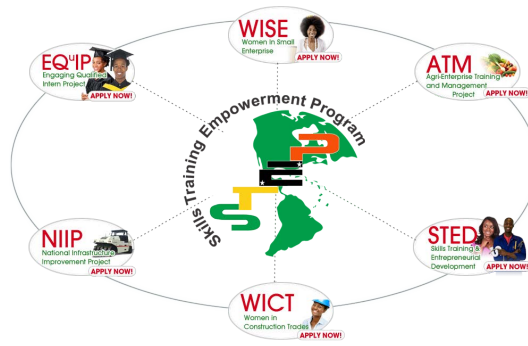
List of at least three (3) job experience requirements

•
•
•
•
•
•

### Knowledge, Skills, and Abilities

List at least three (3) knowledge, Skills and Abilities requirements

•
•
•
•
•



## Education

### \*Required Education (Mandatory)

Indicate required education – (Check One)					
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary Level (CXC/GCE)  List number of Subjects required <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<input type="checkbox"/> Advanced Proficiency(CAPE/CXC)	<input type="checkbox"/> Certificate/Diploma	<input type="checkbox"/> Undergraduate Degree (BS/BA)	<input type="checkbox"/> Advanced Degree (MA/Msc etc)
<input type="checkbox"/> Other: Describe					

### Preferred Education (Optional)

Indicate required education – (Check One)					
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary Level (CXC/GCE)  List number of Subjects required <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	<input type="checkbox"/> Advanced Proficiency(CAPE/CXC)	<input type="checkbox"/> Certificate/Diploma	<input type="checkbox"/> Undergraduate Degree (BS/BA)	<input type="checkbox"/> Advanced Degree (MA/Msc etc)
<input type="checkbox"/> Other: Describe					