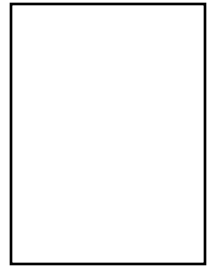




## SOLOMON ISLANDS GOVERNMENT

MINISTRY OF COMMERCE, INDUSTRIES, LABOUR AND IMMIGRATION  
 P.O BOX G26, HONIARA, SOLOMON ISLANDS  
[TEL:26810/26811/25081/25083](tel:26810268112508125083)  
 FAX: 25084



rule 3(1)

(LABOUR DIVISION)

### APPLICATION FOR A WORK PERMIT

Please fill in all parts of this form and send it with a fee of \$200.00 to Commissioner of Labour, MCILI & T.P.O Box, G26, Honiara. Plus an application form fee of \$5.00.

This form may be filled in by the immigration / non-indigenous employee of the prospective employer. If answer is none, write "NONE" in the appropriate space. Continued on the separate sheet if there is sufficient space to complete any part.

This part is to be filled in by the company or Employer.

#### PART 1: DETAILS OF EMPLOYEE

1	First Name(s)	Middle Name	Surname	Marital Status (Supply Copy of Marriage Certificate if married).
2	Date of Birth	Place of Birth	Overseas Address	
	Age	Nationality		
3	Contract of Employment (Supply Signed copy of employment)			
4	Detail of Academic Training and qualification (produce copies of Certificate, Diploma or Degree Achieved.			
5	Experience relevant to the job offered (CV to be supplied)			

6	Ability to Speak English (tick whichever is applicable) .....Excellent                      .....Good                      .....Fair                      .....None
7	Date of first employment in Solomon Islands
8	Previous Employment in Solomon Islands with dates, Job Tittle and expiry date of the current work permit if any,
9	Details of any conditions attached to a current permit to enter and reside
10	Relationship to Employer/Company/Organization.
11	Duration of Employment
12	Name of Employer and Registered office (Provide Office Address in Solomon Islands)
13	Place where employee is to undertake work
14	Job Tittle
15	Full Description of work the employee is to undertake
16	If renew, return original work permit to the Commissioner of Labour

**PART 2. COMPANY/EMPLOYER/ORGANIZATION AND JOB INFORMATION**

1	If employer is a foreign investor, provide a copy of the FIB Approval Certificate with date of Foreign investment approval including activities.
2	Provide a copy (Original/revised) of the Localization programme for this work and names of counterpart employed.
3	<p>Provide a localization and training programme for the firm. A clear indication should highlight the following needs. (Use separate sheet to provide you information)</p> <p>A. Organization</p> <p>B. Employment Knowledge, techniques and skills training needs and</p> <p>C. To comply with the Government Policy of Employment, Localization and training of manpower needs.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

**COMPLETE THE FOLLOWING TABLE**

4		On date of application	Same date 2 years ago	Same date 4 years ago
	No. of Solomon Islands Citizen employed			
	No. of Non Solomon Islands Citizen employed.			
5	Full details of the advertisement and salary offered in Solomon Islands ( provide documentary proofs)			

6	Full details of job advertisement and salary offered overseas (Provide documentary proofs)
7	State the names & qualification of Solomon Islanders who have applied for the job and the grounds for their rejection (Documentary proof of rejected applicants applications)
8	State the grounds for the preference of the expatriates worker
<p>Declare that the following information given above is true to the best of my knowledge and belief.</p> <p style="text-align: center;">Signed .....</p> <p style="text-align: center;">(Stamped) Employer/Employee</p> <p><b>Note:</b> Any False declaration may result in the refusal of a work permit application. An Application for entry and residence permit has to be made separately to the Director of Immigration.</p>	
<p><b>FOR OFFICIAL USE ONLY</b></p>	<p>Receipt No. ....</p> <p>Date received. ....</p>