



Application form work permit (TWV)

APPLICATION FOR A PERMIT AS REFERRED TO IN ARTICLE 2 OF THE LAW WET ARBEID VREEMDELINGEN BES.

The employer is prohibited to have a foreign national perform work activities without a work permit tewerkstellingsvergunning hereafter to be referred as TWV.

Questions

If you have any questions about filling out the application form TWV, please contact **SZW**

Bonaire : Mondays through Fridays between 1.30 pm and 3.30 pm

Saba : Mondays through Wednesdays between 9 am and 4:30 pm

St. Eustatius : Mondays through Thursdays between 8 am and 12 noon

Submission of the application to the IND

The completely filled out application with accompanying documents can be submitted on:

Bonaire : Mondays through Thursdays between 8 am and 12 pm – 1pm and 3 pm **by appointment only**

On Tuesdays walk-in between 1 pm and 6 pm

Saba : Mondays, Tuesdays and Thursdays between 8 am and 12 noon and on Wednesdays between 1 pm and 3 pm **by appointment only**

St. Eustatius : Mondays, Tuesdays and Thursdays between 8 am and 12 noon and on Wednesdays between 1 pm and 3 pm **by appointment only**

The application must be submitted in writing. There are certain things that you can do yourself to facilitate speedy processing. Fill out the application form completely and attach all relevant information (with supporting documents where necessary). Note: If you cannot answer a question, please provide the reason.

The statutory period within which RCN Unit SZW must decide on an application is five weeks. This period starts once a complete application has been submitted. If the application is incomplete, you will have the opportunity to provide the additional documents and the application within a set period of 2 weeks.

Please note that your application will not be processed if it is incomplete after this period has expired.

If the application has been accepted for processing and it becomes clear that no positive decision on your application can be made, you will have the opportunity to provide additional information or an explanation.

Given the period for vacancy notification (5 weeks) and the period for processing the application (another 5 weeks), you must initiate the procedure with the Public Entity at least 10 weeks before the desired start of the actual employment.

In addition to the assessment of the application for a work permit, the IND will make a decision regarding the application for a residence permit. The IND will decide on this application within two weeks after SZW has decided to issue the work permit.



0. APPLICATION DETAILS

THE VACANCY IS THE RESULT OF
The departure of one or more employees
An increased workload for this position.....

Another reason, namely.....
.....

1. DETAILS FOREIGN NATIONAL: PERSONAL DATA

1.1 name male
 female

1.2 first and middle names

1.3 date of birth

1.4 nationality and passport nat.:.....passport no.:.....

2. RESIDENCE STATUS FOREIGN NATIONAL

2.1 is the involved foreign national in possession of a residence permit that allows its holder to perform work? no yes valid until:

2.2 has an application been submitted for such a residence permit (or visa or MVV) or for an extension thereof? no yes, with:

3. (FUTURE) HOME ADDRESS

3.1 the foreign national shall be living at the following address (street and number)

3.2 how many people are/shall be living at this location? number of people.....

3.3 what is the nature of the accommodation
 apartment (rental) house living units/trailers/mobile home
 hotel/guesthouse camp ground group accommodation
 in a company building
 on the site of the employer, namely in

otherwise, namely.....

3.4 the employer declares that the foreign national shall be housed in a responsible, safe and hygienic manner in agreement with the current regulations yes no explanation

4. DETAILS EMPLOYER

4.1 company name

- business address (no P.O. box) street and number.....
.....

- telephone number private and business



- website o no o yes Internet address: www.....
- email address
- 4.2 correspondence address for this application o no o yes mailing address:
street and number.....
- 4.3 nature of the company
- 4.4 total number of permanent staff
- 4.5 Crib number
- 4.6 registered at Chamber of Commerce o yes number.....
o no explanation
.....

5. JOB DETAILS

- 5.1 name of the position
- 5.2 job description
.....
.....
This can be attached separately if you wish.
.....
.....
- 5.3 tasks to be performed in this position
.....
.....
- 5.4 what education/training & skills and (work) experience are required for this position? education/training.....
.....
work experience
.....
- The employer declares that the foreign national has the necessary education/training and work experience (attach certified copies of diplomas and certificates) o yes o no
- 5.5 location (full address) where the work will be performed street.....number.....
- if the actual employer is different (for instance in case of secondment), please fill out their details name company.....
street and number.....
if the work is performed at multiple locations/addresses in the case of secondment, you must add this information on a separate page as an attachment.
- 5.6 how many hours per week will the foreign national work? hours per week:
- 5.7 what is the gross monthly wage? USD:.....
- 5.8 does a collective labor agreement (CAO) apply? o no
o yes: name CAO:.....



5.9 is payment in agreement with the CAO? o yes salary scalestep
o no.....
.....
please explain that wages are in line with market practice.

5.9 other remunerations USD:..... consisting of:

5.10 for which period do you request the permit? fromuntil
please consider the duration of the labor contract, the processing time and the time required to arrange the entry formalities.

6. DETAILS REGARDING FILLING THE VACANCY

6.1 have you registered the vacancy with the Public Entity and if so, when? o no o yes on(fill in date)
with:

6.2 has the Public Entity referred any candidates to you? o no o yes
- If yes, what was the result?
.....
.....
please explain in a separate attachment.

6.3 what have you done to fill the vacancy in another manner?
o advertisements in:
.....
Name temporary employment agency
o request to temporary employment agency
Name secondment agency
o request to secondment agency
Name job site
o via job sites
Name education/training
o via (internal/external) education/training
o in another way, please explain:.....
.....
please attach proof of recruitment efforts, such as copies of advertisements.

6.4 if yes, please indicate which candidates have responded to your recruitment efforts and why they were rejected.
.....
.....
please explain in a separate attachment

7. SIGNATURE

This form has been completed truthfully,

place
signature employer

date
name and position signatory

.....
If applicable: please attach copy of authorization.