



**MEDICAL HISTORY**

16. Do you have any medical conditions or allergies?  Yes  No

If yes, please state: \_\_\_\_\_

**PERSONAL INTEREST AND SKILLS**

17. Please select preferred placement phase:  June  July  August

18. Please state preferred placement site\*: \_\_\_\_\_

\*Suggested placement site is not guaranteed but will help support your placement.

19. Please state your career interest: \_\_\_\_\_

20. Are you computer literate?  Yes  No

21. Do you have any vocational skills (eg. mechanics, carpentry, housekeeping, masonry, cosmetology, etc.)  Yes  No

If yes, please state your skill(s): \_\_\_\_\_

22. Please state any major volunteer activity you have participated in: \_\_\_\_\_

23. What do you expect to gain from the programme? \_\_\_\_\_

**GENERAL INFORMATION**

24. How did you learn about the HEART Trust/NTA National Summer Programme? (Tick all that apply)

School  Radio  Internet  Newspaper  Family/Friend  Social Media  HEART Trust/NTA Representative

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

25. Have you ever participated in the HEART Trust/NTA Programme/ Training?  Yes  No

\_\_\_\_\_ Name of Programme/ Training \_\_\_\_\_ Year of participation

**DECLARATION**

I, the undersigned, declare that the above information given in this application is correct to the best of my knowledge. I am aware that any false or misleading information will result in my application being automatically rejected.

I further declare that I have attached all the required supporting documents and acknowledge that failure to submit same with a fully completed application form will result in my application being delayed or rejected.

By completing this form, I have granted the HEART Trust/NTA permission to use any images captured for marketing purposes.

\_\_\_\_\_ Signature of Applicant

\_\_\_\_\_ Date of Declaration

HEART Trust/NTA reserves the right to assign participants in June, July or August based on available placements.  
THANK YOU FOR YOUR APPLICATION. WE LOOK FORWARD TO WORKING WITH YOU THIS SUMMER!

**FOR OFFICIAL USE ONLY**

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

Age requirement met  Resume  School ID (copy)  
 Birth Certificate (copy)  TRN (copy)  Proof of Qualification (copy)  
 One passport size photo  Government Issued ID (copy)  Bank Verification Form

Application Status:  Complete  Incomplete Participant Status:  Eligible  Ineligible

Data Entry:  Complete  Incomplete Placement Code:

Comments: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

## Instructions to complete resume

In completing your resume, please be guided by the following instructions:

- ➔ Your **Contact Information** should include your full name, your address, your telephone number(s) and your email address.
- ➔ Your **Objective** is a statement of what your goals are and what benefit you will be able to add to the workplace.
- ➔ In the **Education History** section, you are required to list the names of the school/institution(s) you have attended and the qualification you have attained (*example: The Queen High School (CXC)*). Always ensure that you begin with the most recent information first. If you are a student attending a tertiary institution, you can specify the area of study and indicate that it is pending.
- ➔ In the **Employment History** section you should include the name of the two most recent companies, positions held, the duration and duties performed; again, you should begin with the most recent information first.
- ➔ Your **References** should be individuals (excluding family members) who can verify the information you have written and recommend you as a suitable candidate for this programme. The contact information for your references should include **full name, address** and **telephone number**.



<b>Employment History</b>	
<b>Name of Company 1:</b>	<b>Name of Company 2:</b>
Duration:	Duration:
Position Held:	Position Held:
Key Responsibilities: <i>(Skills used to carry out the job)</i>	Key Responsibilities: <i>(Skills used to carry out the job)</i>
<b>Name of Company 3:</b>	<b>Name of Company 4:</b>
Duration:	Duration:
Position Held:	Position Held:
Key Responsibilities: <i>(Skills used to carry out the job)</i>	Key Responsibilities: <i>(Skills used to carry out the job)</i>

**References**

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