



CONDITION OF ENTRY EMPLOYMENT

IF YOU ARE TAKING UP EMPLOYMENT ON ASCENSION, YOU NEED TO COMPLETE THIS FORM

This form must be completed in English. Please write in BLOCK CAPITALS and use black ink. Follow the Guidance Notes carefully and complete all questions as indicated. A decision on your application is based on the information contained here without interviewing you

TRAVEL DATES

On which date do you intend to arrive on Ascension

On which date do you intend to leave Ascension

D	D	M	M	Y	Y	Y	Y
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D	D	M	M	Y	Y	Y	Y
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Method of Travel: by Sea by Air

Method of Travel: by Sea by Air

Will your accompanying family be travelling with you?

Yes No *If yes complete part 8*

Part 1 APPLICANTS INFORMATION (Put a cross (x) in the relevant box)

1 Name (As shown on Passport)

2 Other name(s) (i.e. if changed by marriage or by law)

3 Gender

Male Female

4 Marital Status

Single Married/Partner

5 Date of Birth

D	D	M	M	Y	Y	Y	Y
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6 Place of Birth:

7 Nationality:

11 Full residential address

8 Email address:

9 Telephone No:

10 Fax No:

Part 2 PASSPORT INFORMATION

Enter details of your passport (Passport must be valid for another six months after arrival)

1 Passport No:

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2 Place of Issue:

3 Date of Issue:

D	D	M	M	Y	Y	Y	Y
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4 Expiry Date:

D	D	M	M	Y	Y	Y	Y
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5 Issuing Authority:

Part 3 EMPLOYMENT (Put a cross (x) in the relevant box)

1 Which of the listed companies/organisations is employing you?

- | | |
|--|--|
| <input type="checkbox"/> Babcock International Group | <input type="checkbox"/> Bank of St Helena |
| <input type="checkbox"/> Birdies Refuelling Station | <input type="checkbox"/> Cable and Wireless South Atlantic A Limited |
| <input type="checkbox"/> Interserve Defence Limited | <input type="checkbox"/> NAAFI |
| <input type="checkbox"/> Obsidian Group Limited | <input type="checkbox"/> Saints Members Club |
| <input type="checkbox"/> Sodexo Defence Services | <input type="checkbox"/> Serco Defence Science & Nuclear |
| <input type="checkbox"/> Solomon & Company (St Helena) PLC | <input type="checkbox"/> Something Nice Bakery |
| <input type="checkbox"/> Tasty Tucker Cafe | <input type="checkbox"/> Turtle Nest |

2 What is your occupation?

3 What is your employment status?

Single: Accompanied:

4 Contract start:

D	D	M	M	Y	Y	Y	Y
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5 Expiry Date:

D	D	M	M	Y	Y	Y	Y
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6 Contact details of employer on Ascension?

Contact's Name :

Position :

Tel No :

Email address :

Fax No :

7 What will your address be on Ascension? (Building/Room No, Area)

8 Employer paying passage fees to and from Ascension?

Yes No Dependents Yes No

9 Employer providing medical insurance including medical evacuation? If no, give details at Part 4

Yes No

Part 4 INSURANCE (Put a cross (x) in the relevant box)

1 Do you have medical insurance including medical evacuation? (If no, insurance must be obtained prior to arrival) Yes No

Insurer: Policy No:
 Issued:

D	D	M	M	Y	Y	Y	Y
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 Expiry:

D	D	M	M	Y	Y	Y	Y
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Important Note: Proof of Insurance (policy) must be produced on entry to Ascension; a credit card will not suffice.

Part 5 PREVIOUS APPLICATION & TRAVEL HISTORY (Put a cross (x) in the relevant box)

- 1 Have you travelled to Ascension before? Yes No
- 2 Have you been refused entry to Ascension or any other country? Yes No
- 3 Have you been deported or removed or otherwise asked to leave Ascension or any other country? Yes No
- 4 Do you have any criminal convictions in any country? Yes No
- 5 Are you currently being investigated in any country for an offence which has not yet resulted in a court appearance? Yes No

Note: If you have answered yes to any of the questions above please give details at Part 6 - Additional Information

Part 6 ADDITIONAL INFORMATION

1 (When inserting information, include the paragraph numbers)

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If you run out of space please use additional paper to provide us with all the relevant information required

Part 7 DECLARATION

I hereby apply for an Entry Permit for Ascension Island.

- 1 I confirm that if before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Administrator of Ascension Island.
- 2 I am aware that it is an offence to make a statement which I know to be false, or not believe to be true
- 3 I am aware that I must have medical insurance which also covers medical evacuation and that Ascension Island Government will not accept liability for any medical costs incurred and I will be billed for any medical treatment undertaken and I do not have recourse to public funds
- 4 I have sufficient finances to sustain me during my time on Ascension
- 5 I will abide by any of the conditions that is imposed on my Entry Permit
- 6 I understand that I will commit an offence if I do not leave Ascension on or before my Entry Permit expires and if I remain on Ascension, I may be prosecuted and/or deported
- 7 I have not tried to obtain entry into Ascension by fraud, false representation or concealment of any material fact

I declare that the information given, I answered fully and truthfully.

8 Applicant's Signature 9 Date:

D	D	M	M	Y	Y	Y	Y
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GUIDANCE NOTES

These guidance notes are to help you complete your application form. Do not send these guidelines with your application

TRAVEL DATES

Enter the dates of your intended arrival to Ascension; these dates should correspond with the schedule of your transport to Ascension. You must also enter a departure date. In DD/MM/YYYY format.

There are two ways to enter Ascension, by air and sea. Cross the appropriate methods of travel. Arriving by aircraft – air, by ship or yacht – sea.

Part 1 Applicants Information

- 1 Name(s) (as shown in your passport). These must be the same as recorded in your passport. They are normally all the names you were given at birth. Please do not use titles such as Mr, Snr or Esq.
- 2 Other names (including any other names you are known by and/or any other names that you have been known by). Any other names by which you are or have been known, for example, maiden name, name at birth, if different.
- 3 Gender. This should be your sex at time of application. Cross the appropriate box Male or Female
- 4 Marital status. This is your current marital status. Cross the appropriate box Single or Married.
- 5 Date of Birth. As recorded in your passport. In DD/MM/YYYY format.
- 6 Place of Birth. Enter the country of birth exactly as it appears on the title page of your passport.
- 7 Nationality. This must correspond with the authority that issued your travel document/passport. If you hold dual nationality you should select the issuing country of the passport/travel document you wish to travel with. If 'Stateless' please enter this as your nationality and provide details of the country that issued your travel document.
- 8 Contact details. Email address, please provide a valid email address. If you have no email address please enter 'None'.
- 9 Telephone. You should provide your home telephone number if you have one, including the area, city and country codes. This should not be your mobile phone number. If you have no home telephone number, please enter 'None'. You must provide at least one telephone number you can be contacted on as we may need to contact you if we need to discuss your application.
- 10 Fax. If you have a fax please provide the fax number. If you have no fax numbers please enter 'None'.
- 11 Full residential address. You MUST include your full residential address details including house number or name/street/village/town

Part 2 Passport Information

Enter details of the passport that you will use to travel to Ascension.

It is important that your passport is still valid for six months after you arrive on Ascension, regardless of the Condition of Entry you are applying for.

- 1 Passport Number. Enter the nine digit number of your passport with each individual

number in the box provided

- 2 Place of Issue. Please include the country that issued your passport
- 3 Date of Issue. In DD/MM/YYYY format. Their details can be found in your passport.
- 4 Date of Expiry In DD/MM/YYYY format. Their details can be found in your passport.
- 5 Issuing Authority. This is the National Authority that issued the passport. Their details can be found in your passport.

Part 3 Condition of Entry – Employment

- 1 Which of the listed companies/organisations is employing you? Cross the appropriate box of the company or organisation that is hiring you.
- 2 What is your occupation? Insert the job title of the position that you are being hired for.
- 3 What is your employment status? There are two types of employment status, single status contract, or accompanied status contract. Cross the appropriate box.
- 4 Contract start. Insert the date of your commencement of your local contract. In DD/MM/YYYY format
- 5 Expiry Date. Insert the date of the end of your local contract. In DD/MM/YYYY format
- 6 Contact details of employer on Ascension. Provide the name of your contact on Ascension and their position within that organisation, the local telephone, fax number and email address. If none put 'None' in appropriate box.
- 7 What will your address be on Ascension? Provide the room number (if applicable), building name or number and residential area you will be staying in. A post box number is not acceptable.
- 8 Employer paying passage fees to and from Ascension for you and, if in the case of dependants, your accompanying family. Cross the appropriate box Yes or No
- 9 Employer providing medical insurance including medical evacuation. Cross the appropriate box Yes or No. If no give details in Part 4

Part 4 Insurance

- 1 Do you have medical insurance including medical evacuation? Cross the appropriate box for Yes or No. You may apply for an application without purchasing the required insurance, however if your application is accepted and permission is given, you must have medical insurance prior to arrival, which covers the costs of medical treatment and medical evacuation by air. It is advisable for coverage of £1m.

If you have insurance at the time of application, provide the Insurer's name, the policy number, date of issue and expiry.

Proof of Insurance should be produced at your point of entry in Ascension to the Immigration Officials; this should be in a policy document that has the relevant coverage details, name(s) of persons insured, policy number and period of coverage. Credit cards or insurance brochures are not accepted as proof of insurance.

Ascension Island Government will not accept liability for any medical costs incurred. You will be billed for any medical treatment undertaken and do not have recourse to public funds

Part 5 Previous Application & Travel History

If you answer Yes to any of the questions for Previous Application & Travel History Please use the additional information box at Part 6

- 1 Have you travelled to Ascension before? If you have travelled to Ascension in the last two years, cross out the appropriate Yes or No box. If yes, please give details including the date, the reason for the visit, and the duration
- 2 Have you been refused entry to Ascension or any other country? Cross out the appropriate Yes or No box. This includes if you were refused entry prior to arrival to Ascension or any other country. If yes, please give details including the date the country you were removed from and to and the reason for your removal.
- 3 Have you been deported or removed or otherwise asked to leave Ascension or any other country. Cross out the appropriate Yes or No box. If yes, please give details including the date the country you were removed from and to and the reason for your removal.
- 4 Do you have any criminal convictions in any country? Cross out the appropriate Yes or No box. If yes, please give details of the date and place (country) of the offence and what you were convicted of. Please state what sentence you received.
- 5 Are you currently being investigated in any country for an offence which has not yet resulted in a court appearance? Cross out the appropriate Yes or No box. If yes, please provide full details.

Part 6 Additional information

Inserting information as follows: in the small column insert the paragraph numbers i.e. Part 5. 1. In the large column insert the date (format DD/MM/YYYY) followed by the relevant information.

If necessary use a separate sheet of paper additional information.

Part 7 Declaration

- 1 Declaration. You must now read the declaration and sign it.
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- 9 This must be signed and dated by the applicant personally and not by a representative or other person acting on his/her behalf.