

# Employment Application



Post Applied for:

Ministry / Portfolio / Department:

IT IS IMPORTANT THAT YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THIS APPLICATION FORM. THE FORM **MUST BE COMPLETED FULLY** USING BLACK INK OR TYPE. ATTACH ADDITIONAL PAGES IF NEEDED.

INCOMPLETE APPLICATION FORMS OR APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. YOU MAY ATTACH A C.V. IN SUPPORT OF YOUR APPLICATION IF DESIRED.



## Section 1: Personal Details

Last Name :

First Name:

Middle Name(s):

Any other names used in educational or work background:

Mailing Address:

Street Address:

Email address:

Telephone Contact Numbers Home:

Cell:

Work:

May we contact you at work? Yes  No

Your date of birth:

Nationality:

If you are not Caymanian, what is your Immigration status in the Cayman Islands?

Permanent Resident  Work Permit Holder  Work Permit Expires dd mm yyyy Other

*If you are successful in your application, evidence of your Immigration Status will be required prior to appointment.*

Have you been previously employed within the Cayman Islands Civil Service? Yes  No

If yes, please indicate post(s) held and dates of service



### Section 2: Present Employment

*(If now unemployed give details of last employer)*

Name of Employer:

Department/Section:

Address:

  


Post Title:

Date of Appointment:

Salary:

Brief description of duties:

Period of Notice Required:

Last day of service (if no longer employed):

Reason for leaving (if no longer employed):



### Section 3: Previous Employment

*(Most recent employer first. Please cover the last 10 years. Continue on a separate sheet if necessary.)*

1. Name of Employer:

Address:

  


Position Held:

Period of Employment:

mm

yyyy to

mm

yyyy

Summary of Duties:

Reason for Leaving:

2. Name of Employer:

Address:

  

Position Held:

<input type="text"/>	<b>Period of Employment:</b>	<input type="text"/>	<input type="text"/>	<b>to</b>	<input type="text"/>	<input type="text"/>
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Summary of Duties:

Reason for Leaving:

3. Name of Employer:

Address:

  

Position Held:

<input type="text"/>	<b>Period of Employment:</b>	<input type="text"/>	<input type="text"/>	<b>to</b>	<input type="text"/>	<input type="text"/>
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Summary of Duties:

Reason for Leaving:



**Section 4: Education**

*(Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first.)*

College or University	Course	Qualifications, grades & dates attended
School	Subjects	Qualifications, grades & dates attended

*Continue on a separate sheet if necessary*

**Professional, Technical or Management Qualifications**

Please give details:

Professional/Technical/ Management Qualifications	Course Details & Dates achieved

**Current Membership in any Professional/Technical Associations – Please state level of Membership:**

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*Continue on a separate sheet if necessary*



## Section 5: Training and Development

*(Any training & development courses or non-qualification courses which support your application.)*

Title of Training Programme or Course	Length of Course	Area(s) of Focus

*Continue on a separate sheet if necessary*



## Section 6: Personal Statement

*(Explain why you are applying and how you meet the requirements set out in the job description.)*

*Continue on a separate sheet if necessary*



**Section 7: Dependants** *(Limited to a spouse and / or dependent children under the age of 18. Overseas applicants should list only those who would accompany them for the duration of the contract )*

Number of Dependents:



**Section 8: Convictions**

Have you ever been convicted of a criminal offence?

*If yes, please submit full details of the conviction within a sealed envelope together with this application form. Mark the envelope "Confidential - for the attention of the HR Manager". The envelope will only be opened if you are short listed for interview. A conviction will not necessarily disqualify an applicant.*



**Section 9: References**

Please give the names and details of two individuals who may be contacted for work-related references. If you have not been employed, provide an academic and character reference. If self-employed, give your business name and supply business references.

**Reference 1**

Name:

Position (job title):

Work Relationship:

Organisation:

Address:

  
  


Telephone no.:

E-Mail:

**This referee may be contacted:**

-at any stage during the recruitment process

-only if shortlisted

-only if I am the preferred candidate

**Reference 2**

Name:

Position (job title):

Work Relationship:

Organisation:

Address:

  
  


Telephone no.:

E-Mail:

**This referee may be contacted:**

-at any stage during the recruitment process

-only if shortlisted

-only if I am the preferred candidate

**Please tick the relevant boxes above. A job offer will not be made without 2 satisfactory references.**

**Section 10: Declaration**

Please complete and sign the following declaration. If you are returning this form by email, you will be asked to sign your application form if called for an interview.

**I hereby certify that:**

- the information I have provided on this form is correct to the best of my knowledge, and may be verified by the Cayman Islands Government prior to my appointment
- all questions have been accurately and fully answered
- I possess all the qualifications which I claim to hold

<b>Please initial</b>

**I understand and agree that, if offered employment I will be required to:**

- undergo a pre-employment medical to ascertain my health status. Adverse results of such examinations may result in the withdrawal of the offer of employment
- provide proof of my qualifications
- provide a police clearance certificate from my country of residence


The information you provide in your job application form will be treated confidentially at all times and will only be disclosed to personnel involved in the recruitment process. Recruitment decisions will be in accordance with the requirements in the Cayman Islands Government's Public Service Management Law (2005) and Personnel Regulations (2006). If you accept a post, your personal information will be held for purposes relating to your Employment Agreement.

By signing this application you authorize representatives of the Cayman Islands Government to collect and/or verify any information that is relevant in support of your application.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE: FAILURE TO DISCLOSE RELEVANT DETAILS OR GIVING MISLEADING INFORMATION WILL CAUSE YOUR APPLICATION TO BE REJECTED OR IF YOU ARE APPOINTED IT COULD LEAD TO TERMINATION OF CONTRACT.**

Candidates will receive written notification that their applications have been received. Candidates will normally be notified within 3 weeks if they have been selected for interview.

**RETURNING THIS FORM:**

Please respond to the address provided on the advertisement for the position.

*Thank you for your interest in working for the Cayman Islands Government.*

*For Official Use Only*

Reference Number:	
Closing Date:	
Application Received:	
Date Notified of Outcome:	