

Guidance on your Employment Application

Your application form is an important part of our recruitment process – it is how we get to know you and assess your ability to do the job. It enables us to decide whether or not to shortlist you for interview, and therefore plays a vital role in the recruitment process.

We do not take into account any previous applications or prior knowledge of you. **We require all applicants to fully complete all sections of our application form.** This is to ensure that information about candidates is presented in a standard format. You may, in addition, attach a copy of your CV, if desired, but your application form must still be completed in full.

How we shortlist

The job description outlines the main responsibilities and duties of the post, as well as the knowledge, skills, abilities, experience and qualifications that you require to fulfill these duties. When we shortlist, we look at the match between the requirements for the position as described in the job description and the information provided in your application form.

How to complete your application form

General Hints

- Read the job description before you start
- Use **black ink** so that we can clearly photocopy forms for shortlisting and interviewing
- Complete all sections of the form as fully as possible
- Clearly label and number any continuation sheets with your name and the post you are applying for, and list the number of attachments on the main application form. This allows us to check that we have all the information you want us to have before we shortlist
- Keep a copy of the application form for your own records

Date of Birth (Section 1, page 1)

This information will enable us to determine benefits entitlements, i.e. pension eligibility, and other terms and conditions (e.g. duration of contract).

Relevant evidence (Section 1, Page 2)

If you are successful in your application, you will be required to provide relevant evidence of your immigration status prior to your appointment. Relevant evidence includes original or certified copies of the following:

- **For all persons:** your birth certificate
- **For Caymanians:**
 - For persons born in the Cayman Islands prior to March 27 1977: birth certificate
 - For persons born in the Cayman Islands after March 27, 1977: birth certificate and proof that at least one parent is Caymanian
 - for Status Holders: Caymanian Status Certificate

- **For Permanent Residents:** A Permanent Residency Certificate
- **For Persons married to a Caymanian:** An Employment Rights Certificate
- **For Government Employee:** no additional information required
- **For Student:** Student visa approval letter or passport endorsement
- **For Visitor:** visitor's endorsement in passport
- **For Work Permit Holder:** Current Work Permit letter, ID Card number or passport endorsement
- **Dependant of WPH:** endorsement in passport or letter from the Cayman Islands Immigration Department, naming individual as a dependent
- **Dependant of Government Employee:** no additional information required

Personal Statement (Section 6, Page 5)

- This is the **most important part** of the form and is your opportunity to show us how you meet the requirements for the post you are applying for, i.e. how your skills, knowledge and experience match those we require and how they will enable you to successfully do the job
- You can use the criteria in the job description as headings and give examples of your experience and skills under each heading
- You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment
- Use clearly labeled continuation pages if required
- Check you have demonstrated how you meet all the essential requirements of the post. The short-listing panel cannot guess or make assumptions about your work experience.
- **Remember that we use the requirements stated in the job description to shortlist-if you do not therefore clearly demonstrate how you meet these requirements, it is unlikely that you will be short-listed for interview.**

Dependants (Section 7, Page 6)

A dependent child includes a step-child, a child legally adopted or a foster child.

Convictions (Section 8, Page 6)

The Government of the Cayman Islands requires all applicants to disclose criminal convictions. Having a conviction will not necessarily bar you from employment. This will depend on the circumstances and background to the offences(s) which will be taken into account when considering how suitable you are for the type of work involved, should your application be successful. All information should be provided in a sealed envelope and marked "*Confidential-For the attention of the HR Manager*".

Applicants are not required to disclose convictions which are deemed spent, in accordance with the Cayman Islands Rehabilitation of Offenders (1988 Revision).

References (Section 9, Page 6)

We will contact your referees prior to interview unless you have ticked the boxes on the application form indicating that we should not do so. References will not be used as part of the interview process, but will be taken into account if you are offered the post. We must receive two satisfactory references about you before we can formally offer you the post.

OTHER IMPORTANT INFORMATION

“Confidential – for the attention of the HR Manager”

All information provided on a “Confidential-for the attention of the HR Manager” basis is withheld from the recruitment and selection panel until shortlisting is complete. The information is made available to the panel for the interview and you should anticipate being asked about it.

Confidentiality

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.

Evidence of Qualifications

If invited to interview, you will be required to provide evidence to prove that you hold the qualifications, which are relevant to the appointment. You will be required to submit original or certified copies of your education certificates, diplomas, degrees, etc.

If the post requires you to drive for official business you will be required to present to your manager, upon appointment, a Cayman Islands drivers’ license.

Pre-employment Medical

Where an appointment is offered, you will be required to undergo a medical examination. The relevant form will be forwarded to you for completion *by a qualified medical practitioner*.

WHAT DO I DO NOW?

Once your application form is complete and you are happy that you have provided all the information we require, please send your application to the address shown on the job advertisement.

You will receive confirmation that your application has been received. Candidates selected for interview will normally be notified within three weeks of the closing date.