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Employment Application

Cayman Islands National Attractions Authority

Post Applied for:	
Department:	

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	
First Name:	
Surname Name:	
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?					
Date of Birth:					
Nationality:					

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If you are not Caymanian, what is your Immigration status in the Cayman Islands?			
Permanent Resident:		Work Permit Holder:	
Other:		Work Permit Expiry Date:	
<i>If you are successful in your application, evidence of your Immigration Status will be required prior to appointment.</i>			

Section 2: Present Employment			
<i>(If presently unemployed give details of last employer)</i>			
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			
<i>(Most recent employer first. Please cover the last 10 years. Continue a separate sheet if necessary.)</i>			
1. Name of Employer:			
Address:			
Position Held:			
Period of Employment (from):		Period of Employment (to):	
Summary of Duties:			
Reason for Leaving:			
2. Name of Employer:			
Position Held:			
Period of Employment (from):		Period of Employment (to):	
Summary of Duties:			

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Reason for Leaving:			
3. Name of Employer:			
Address:			
Position Held:			
Period of Employment (from):		Period of Employment (to):	
Summary of Duties:			
Reason for Leaving:			

Section 4: Education <i>(Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first.)</i>		
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:	

Continue on a separate sheet if necessary

Section 5: Training and Development		
<i>(Any training & development courses or non-qualification courses which support your application.)</i>		
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.)

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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:	
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Section 8: Convictions

Have you ever been convicted of a criminal offence?	
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Details:	
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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		Reference 2	
Name:		Name:	
Position (job title):		Position (job title):	
Work Relationship:		Work Relationship:	
Organisation:		Organisation:	
Address:		Address:	
Telephone #:		Telephone #:	
E-Mail:		E-Mail:	
This referee may be contacted:		This referee may be contacted:	
at any stage during the recruitment process:		at any stage during the recruitment process:	
only if shortlisted:		only if shortlisted:	
only if I am the preferred candidate:		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>I hereby certify that:</i>	<i>Please initial</i>
<ul style="list-style-type: none"> <i>the information I have provided on this form is correct to the best of my knowledge, and may be verified by the Cayman Islands National Attractions Authority prior to my appointment</i> 	
<ul style="list-style-type: none"> <i>all questions have been accurately and fully answered</i> 	
<i>I understand and agree that, if offered employment I will be required to:</i>	
<ul style="list-style-type: none"> <i>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</i> 	
<ul style="list-style-type: none"> <i>provide proof of my qualifications</i> 	
<ul style="list-style-type: none"> <i>provide a police clearance certificate from my country of residence</i> 	

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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 Public Authorities Act (2020). 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 National Attractions Authority to collect and/or verify any information that is relevant in support of your application.

Signed:		Date:	
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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 National Attractions Authority.

<i>For Official Use Only</i>	
Reference Number:	
Closing Date:	
Application Received:	
Date Notified of Outcome:	