

**CONFIDENTIAL**

# Judicial and Legal Services Commission Employment Application

THIS 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 MAY NOT BE CONSIDERED.

<b>Post Applied For:</b>	
<b>Ministry/Portfolio:</b>	

**SECTION 1: Personal Details**

<b>Last Name:</b>		<b>First Name:</b>	
<b>Middle Name:</b>		<b>Maiden Name (if applicable):</b>	
<b>Any other names used:</b>			
<b>Mailing Address:</b>			
<b>Street Address:</b>			
<b>E-mail Address:</b>			
<b>Telephone Numbers:</b>	<b>Home:</b>	<b>Cell:</b>	<b>Work:</b>
<b>Date of Birth (dd/mm/yyyy):</b>		<b>Nationality:</b>	

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

<b>Permanent Resident:</b>		<b>Off Island:</b>	
<b>Work Permit Holder:</b>		<b>Expiry Date (dd/mm/yyyy):</b>	
<b>On Government Contract:</b>		<b>Expiry Date (dd/mm/yyyy):</b>	
<b>Other (please explain):</b>			

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/Last Employer (if unemployed)

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 (starting with most recent employer)

1. Name of Employer:

Address:

Position Held:	<input type="text"/>	Period of Employment:	mm	yyyy	to	mm	yyyy
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Summary of Duties:

Reason for Leaving:

2. Name of Employer:

Address:

Position Held:	<input type="text"/>	Period of Employment:	mm	yyyy	to	mm	yyyy
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Summary of Duties:

Reason for Leaving:

3. Name of Employer:

Address:

Position Held:	<input type="text"/>	Period of Employment:	mm	yyyy	to	mm	yyyy
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Summary of Duties:

Reason for Leaving:

## Section 4: Education

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

*Continue on a separate sheet if necessary*

## Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/ Management Qualifications	Course Details
<p><b>Current Membership in any Professional/Technical Associations – please state level of membership:</b></p>	

*Continue on a separate sheet if necessary*

**Section 5: Training and Development**

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

*Continue on a separate sheet if necessary*

**Section 6: Personal Statement**

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*Continue on a separate sheet if necessary*

**Section 7: Dependents** (i.e. Persons who will accompany you for the duration of your contract. Limited to your spouse and / or dependent children under the age of 18)

<b>Marital Status:</b>		<b>Spouse's Name:</b>	
<b>Names and ages of Dependents:</b>			

**Section 8: Convictions**

Have you ever been convicted of a criminal offence (except minor road traffic offences)?

<b>If so, please provide details:</b>	
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**Section 9: Disciplinary Proceedings**

Have you ever been the subject of any disciplinary proceedings?

<b>If so, please provide details:</b>	
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## Section 10: Other Issues

Have you ever been involved in any other issues that could cause embarrassment to the Cayman Islands Government if you are selected?

If so, please provide details:	
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Are there any other matters which the Commission should be aware of which may be relevant to your appointment and which could affect a decision to employ you?

If so, please provide details:	
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## Section 11: References

Please give the names and details of two individuals who may be contacted as *work-related* referees, including your current or most recent employer. The Commission reserves the right to contact additional individual(s) and/or organization(s) it considers appropriate to help it complete its due diligence. If for some reason there is anyone whom you wish not to be contacted without your consent, please indicate this below, together with your reason.

Reference 1

Name:	
Position (job title):	
Work Relationship:	
Organisation:	
Address:	
Telephone no.:	
E-Mail:	

Reference 2

Name:	
Position (job title):	
Work Relationship:	
Organisation:	
Address:	
Telephone no.:	
E-Mail:	

This referee may be contacted only with my consent:

Reason: \_\_\_\_\_  
\_\_\_\_\_

This referee may be contacted only with my consent:

Reason: \_\_\_\_\_  
\_\_\_\_\_

***A job offer will not be made without at least two satisfactory references.***

## Section 12: Declaration

Please complete and sign the following declaration

*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 or after my appointment;*
- *all questions have been accurately and fully answered; and*
- *I possess all the qualifications which I claim to hold.*

**Please initial**

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

- *undergo a pre-employment medical examination. Adverse results of such examination may result in the withdrawal of the offer of employment;*
- *provide proof of my qualifications; and*
- *provide a police clearance certificate from my country of residence and such other place as as requested by the Cayman Islands Government.*

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. If you accept this post, your personal information will be held alongside your Employment Agreement.

By signing this application, you authorise the Cayman Islands Government to collect and/or verify any information that is considered relevant to 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 ALREADY EMPLOYED IT COULD LEAD TO TERMINATION OF CONTRACT.***

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

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

**Please submit completed form to:**

**Deborah Bodden | Manager | Commissions Secretariat | 1<sup>st</sup> Floor Cayman Corporate Centre  
[deborah.bodden@gov.ky](mailto:deborah.bodden@gov.ky) | P.O. Box 391 | George Town | KY1-1106 | Grand Cayman  
T +1 345 244-3687 | F +1 345 945-8649**



*For Official Use Only*

Reference Number:	
Closing Date:	
Date Application Received:	
Date Application Acknowledged:	
Selected for an interview:	
Date Notified of Outcome:	
Manager Signature:	