

Complete this application to join an exciting organisation that supports and promotes the global maritime industry

Please read all instructions and guidance notes carefully. Kindly note that if you are selected for a position you will be required to provide originals or certified copies of the following:

- **Birth certificate(s)** for yourself and dependants, including spouse (where applicable)
- **Marriage certificate** (where applicable)
- **Proof of qualifications** (diploma, certificate/degree, etc.)
- **Police record/certificate** (not older than 6 months)
- **Two employment references**

GUIDANCE NOTES

Before applying:

- Review the job advertisement and ensure that the requirements of the position match with your experience and qualifications.
- Take note of the closing date and the information required for application.

Completing this application:

- Print CLEARLY and LEGIBLY in Black ink
- Provide ALL the information requested. If a field is not applicable, write: n/a.
- Emphasise all relevant experience or education and summarising other experience which is not directly relevant to the position.
- Ensure that all photocopies supporting the application are legible.
- Submit a separate application form for each job applied for.
- Attach a CV to the application form if you would like this to support your application.
- Submit the application by the specified deadline. Late or incomplete applications will NOT be considered.
- Review your application for accuracy or any peculiarities.
- Keep a copy of the application form for your own records.

After applying:

- Due to the volume of applications for certain positions, you may not receive notification of receipt of your application unless this is specifically requested in your cover letter or email.
- Candidates will normally be notified within 3 weeks if they have been selected for interview.

NOTE: The information you provide in your application will be treated confidentially at all times and will only be disclosed to persons involved in the recruitment process. Recruitment decisions will be in accordance with the requirements in the Cayman Islands Labour Law (2001 Revision) and the Maritime Authority of the Cayman Islands Employee & Office Policies Handbook. If you accept a post, your personal information will be held for purposes relating to your Employment Agreement.

Post Applied for:

Location: Cayman Office UK Office Other

Official Use Only

Job Reference #:

Closing Date (DD/MM/YYYY):

Application Received:

Date Notified of Outcome:

1 Personal Details

Last Name: First Name:

Middle Name(s): Other Name(s); ie, Nicknames:

Date of Birth (DD/MM/YYYY):

Mailing Address:

Street Address:

Telephone Contact Numbers: Home: Mobile: Work:

May we contact you at work? Yes No

E-mail:

Number of Dependants:

(Limited to a spouse and/or dependant children under 18 years. Non-resident applicants: List only those who would accompany you for the duration of the contract)

1 2

3 4

What is your Nationality?

Are you presently in the Cayman Islands? Yes No

If No, in what country do you presently reside?

Explanatory Notes (if necessary):

2 Education & Training

Note: Please list qualifications or training obtained which support your application. For technical, professional or management qualifications, please provide course details. Please list highest qualification first.

Institution <small>(School, Programme, College or University)</small>	Course <small>(Name of course of study or training programme. If below tertiary level, include subjects studied)</small>	Duration of Course/Training	Type of Qualification <small>(Also indicate whether; Tertiary Degree; Technical, Professional or Management qualification; or Training Programme/Course)</small>	Date Obtained
				(MM/YYYY):
				(MM/YYYY):
				(MM/YYYY):
				(MM/YYYY):
				(MM/YYYY):

Continue on a separate sheet if necessary

Current Professional, Technical or Management Memberships - Please state level of Membership:

Language Proficiency

Please state languages and proficiency level (Written/Spoken/Comprehension: Excellent/Good/Fair/Poor):

Language		Excellent	Good	Fair	Poor
1. _____	Written				
	Spoken				
	Comprehension				
2. _____	Written				
	Spoken				
	Comprehension				
3. _____	Written				
	Spoken				
	Comprehension				

Continue on a separate sheet if necessary

3 Present Employment

If you are currently unemployed, please give details of most recent employer

Name of Employer: _____

Address: _____

Post Title: _____

Summary of Duties: _____

Date of Appointment (DD/MM/YYYY): _____

Notice Period Required: _____

Last Day of Service (DD/MM/YYYY): _____

(if no longer employed)

Reason for Leaving: _____

(if no longer employed)

4 Previous Employment

Please list employers of the past 8-10 years, with most recent employer first:

i Name of Employer:

Address:

Position Held:

Period of Employment (MM/YYYY):

to (MM/YYYY):

Summary of Duties:

Reason for Leaving:

ii Name of Employer:

Address:

Position Held:

Period of Employment (MM/YYYY):

to (MM/YYYY):

Summary of Duties:

Reason for Leaving:

iii Name of Employer:

Address:

Position Held:

Period of Employment (MM/YYYY):

to (MM/YYYY):

Summary of Duties:

Reason for Leaving:

5 Personal Statement

Please explain why you are applying and how you meet the requirements set out in the job description.

Continue on a separate sheet if necessary

6 Convictions, Conditions & Travel

Have you ever been convicted of a criminal offence in any country?*	Yes	No
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Have you ever been dismissed, discharged or suspended from employment?	Yes	No
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Have you ever been refused/denied entry or subject to restricted travel to any country?	Yes	No
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If so, which country/countries?

* If Yes, please submit full details of the conviction, employment incident or condition within a sealed envelope together with this application form. Mark the envelope 'Confidential' for the attention of the Head of HR & Administration who will only open it if you are selected for interview. A conviction, previous employment incident or travel issues will not necessarily disqualify an applicant.

7 References

Please give details of two individuals (non-relatives) who may be contacted for work-related references. If you have not been employed, provide an academic and character reference. **NB: It is important to tick the relevant boxes below. A job offer will not be made without two satisfactory references.**

If self-employed, please indicate your business name: _____ and supply business references.

Reference 1

Name:	Position/Job Title:
Work Relationship:	Organisation:
Address:	
Telephone:	E-mail:
This referee may be contacted: <input type="checkbox"/> At any stage during the recruitment process <input type="checkbox"/> Only if shortlisted <input type="checkbox"/> Only if I am a preferred candidate	

Reference 2

Name:	Position/Job Title:
Work Relationship:	Organisation:
Address:	
Telephone:	E-mail:
This referee may be contacted: <input type="checkbox"/> At any stage during the recruitment process <input type="checkbox"/> Only if shortlisted <input type="checkbox"/> Only if I am a preferred candidate	

8 Declaration

Please complete and sign the following declaration.
 If you are returning this form by e-mail, please ensure that the scanned document includes your signature.

I hereby certify that the information provided on this form is fully accurate to the best of my knowledge, and I authorise representatives of the Maritime Authority of the Cayman Islands to collect and/or verify any information that is relevant in support of my application. I understand and agree that false particulars or suppression of material facts will render me liable to disqualification and, if appointed, to dismissal and/or appropriate legal proceedings.

I understand and agree that, if offered employment, I will be required to provide proof of my qualifications and a police clearance certificate from my country of residence as well as undergo a pre-employment medical examination to ascertain my health status. Adverse results of such examinations which affect job performance may result in the withdrawal of the offer of employment.

Signed: _____ Date (DD/MM/YYYY): _____

Thank you for your interest in working for the Maritime Authority of the Cayman Islands