



# Cayman Airways



## Employment Application Form

Post Applied for: \_\_\_\_\_

Department: \_\_\_\_\_

INCOMPLETE APPLICATION FORMS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. YOU MAY ATTACH YOUR CV IN SUPPORT OF YOUR APPLICATION.

### Personal Details

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Skype: \_\_\_\_\_

Telephone Contact Numbers Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

May we contact you at work? Yes  No

Your date of birth: \_\_\_\_\_ (day/month/year) Nationality: \_\_\_\_\_

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

Permanent Resident  Work Permit Holder  Work Permit Expires \_\_\_\_\_ (day/month/year)

Other (explain): \_\_\_\_\_

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

Have you been previously employed with Cayman Airways Ltd.? Yes:  No:

If yes, please indicate post(s) held and dates of employment: \_\_\_\_\_

Are any family members currently employed by Cayman Airways Ltd.? Yes:  No:

If yes, please give name of family member, relationship and department in which they are employed:

Do you have experience in Saber? Yes:  No:  Other: \_\_\_\_\_

Do you speak a foreign language: Yes:  No:  Language: \_\_\_\_\_

## Present Employment

Complete in date order (**most recent first**). Provide details of all employment covering the 10-years prior to this employment application. If there are any gaps between periods of employment, provide reason(s). You can make a copy if additional records are needed to cover your last 10 years of employment.

**YOUR APPLICATION WILL NOT BE PRE-PROCESSED WITHOUT A COMPLETE 10-YEAR HISTORY.**

### Employment/or Gap in Employment (delete as appropriate)

**Start Date:** dd \_\_\_\_ mm \_\_\_\_ yy \_\_\_\_      **End Date:** dd \_\_\_\_ mm \_\_\_\_ yy \_\_\_\_

Name of Company/or Reason for Gap in Employment: \_\_\_\_\_

Address of company: \_\_\_\_\_

Position held in Company: \_\_\_\_\_

Salary: \_\_\_\_\_ Brief Description of duties: \_\_\_\_\_

Period of Notice required: \_\_\_\_\_ Reason for leaving (if no longer employed): \_\_\_\_\_

Person or department in company to contact or Professional Referee for gap in employment: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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Telephone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Y: \_\_\_ N: \_\_\_ Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Y: \_\_\_ N: \_\_\_ Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Y: \_\_\_ N: \_\_\_ Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Y: \_\_\_ N: \_\_\_ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

What is your computer experience? \_\_\_\_\_

**Professional, Technical or Management Qualifications**

<b>Professional/Technical /Management Qualifications</b>	<b>Course Details</b>

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

## Training and Development

(Any training and development course or non-qualification courses which support your application.)

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

**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

**Dependents** (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 their contract)

Number of Dependents: \_\_\_\_\_

## Convictions

Have you ever been convicted of a criminal offence locally or internationally? \_\_\_\_\_ Do you have a legal case pending? \_\_\_\_\_

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

## Declaration

Please complete and sign the following declaration. If you are returning this form by email please ensure that your application form is signed.

### 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 Airways prior to my appointment
- All questions have been accurately and fully answered
- I possess all the qualifications which I claim to hold

### 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 examination 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 Labour Law (Revision 2011) and the Cayman Airways Ltd., Employee Handbook. If you accept a position your personal information will be held for purposes relating to your Employment Agreement.

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

I understand that falsification of this information may prevent me from being hired or may lead to my dismissal if hired.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

*Candidates will receive written notification that their application have been received.*

### **RETURNING THIS FORM:**

*Please respond to the address provided on the advertisement for the position or [jobs@caymanairways.net](mailto:jobs@caymanairways.net) .*

THANK YOU FOR YOUR INTEREST IN CAYMAN AIRWAYS