

## APPLICATION FOR THE GRANT OF A WORK PERMIT

An application for a work permit should be sent to:

The Secretary to the Work Permit Board, P.O. Box 1098, Grand Cayman KY1-1102, CAYMAN ISLANDS.

PLEASE DO NOT LEAVE ANY QUESTION BLANK. IF A QUESTION DOES NOT APPLY TO YOU, INSERT "NOT APPLICABLE" OR "N/A" IN THE SPACE PROVIDED.

**NOTES:** (i) The Applicant must have a valid passport. (ii) This application is in two parts. The first part is to be completed by the employee and the second part by the employer or the self-employed. (iii) Refer to the checklist accompanying this form for additional documents required to process this application. (iv) Use separate sheet of paper, where necessary, to thoroughly answer each question.

APPLICATION FORM CONTAINS 12 PAGES

### PART 1 - To Be Completed By the Prospective Employee

1. Surname (Last Name)	Maiden Name		Given Names (First Nam	es)		
2. Nationality		Date of Birth	D/MMM/YY	Gender:	Male 📃	Female
3. Passport number Date of Issue	D/MMM/YY	Place of Issue		Date of Expi	iry D/M	MM/YY
4. Any other Names known by		(iv) Personal Email	Address:			
5. Address:						
District: P.O. Box and K	Y:		Telephone:			
6. Have you ever been married, divorced or separated? (certified	l copy of relevant legal doc	ument should be attac	ched, where applicable)	Yes	No	
Married : Date	Divorced : Date	/MMM/YY	Separated : Dat	te	D/MMM/YY	
Name and nationality of spouse						
7. Expiry date of present work permit D/MMM/YY						
8. (i). What date did you first arrive in the Cayman Islands?	Date:	D/MMM/YY				
(ii). What date did your first employment in the Cayman Islar	nds begin? Date:	D/MMM/YY				
(iii). Was this employment additised by: (b) A G (c) Othe	ork Permit overnment Contract er form of Authorisation (Fo or any previous immigrati		exempted from work permit se explain.	requirements	under the Im	migration
(iv). Since your first arrival in the Cayman Islands have you	ever been named as a dep	endant on another per	rson's work permit/governm	ent contract/	exemption?	
Yes No If you answered yes, please	provide name of permit he	older:				

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(v). Since your first arriva	I have you at any time left t	the Cayman Islands for a	a period in excess of one year?	Yes	No
lf yes, please give da	tes of and reasons for the a	bsence:			
9. Dates and addresses of all	places where you have live	d for more than 6 mont	hs during the past 10 years, if oth	ier than st	ated in reply to question 5.
From	То	Address			
D/MMM/YY	D/MMM/YY				
D/MMM/YY	D/MMM/YY				
D/MMM/YY	D/MMM/YY				
10. What is your level of educ Less than High So Sixth form Technical/Vocatio	chool/Secondary School	High So	ached) chool/Secondary School ate Degree or's Degree		Post-Graduate Degree (Diploma, Master's, Ph.D.) Professional Qualification (e.g CPA, CA, ACCA, ACIS, CFA, ACIB, AICB, MRICS, City & Guilds, NVQ etc.). List all that apply:
11. What position are you app	olying for?				
12. How many years and what	at experience do you have w	which is relevant to this	job?		-
13. (i). Have you ever previou	usly made an application (v	vhether granted or not) t	to work in the Cayman Islands?		Yes No
If Yes, provide details,	, dates, and state whether t	the applications were gr	anted or refused.		
	cision presently under appe				No
	scent or have close connect ails and include marriage a		slands, either historically, or by m	narriage to	a Caymanian? 📃 Yes 📃 No
Name	Relationship		Address		
15. Do you have any dependa	ants? If yes, please list belo	w: Yes	No		
Name	Relationship		Address		



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16. Do you have any relatives or dep	endants who currently reside	e/work in the Cayman Isla	nds? If so, please list below:	Yes No	
Name	Relationship	Address	;		
17. Do you have any dependants (sp	ouse, children or others) wh	o you wish to accompany	you to the Cayman Islands? If	yes, please detail below:	Yes No
Name	Date of Birth	Nationality	Relationship	Country of Reside	nce
	D/MMM/YY				
	D/MMM/YY				
<ol> <li>(i). Have you ever been charged (including the Cayman Islan)</li> </ol>		ffence in any country	Yes No If	you answered yes, please gi	ve details
Nature of offence	Date	Location		Verdict and Sentence	
	DD/MM/YY				
	DD/MM/YY				
(ii). Have you ever been require If you answered yes, ple		ine for an offence in the C	ayman Islands or other countr	y, other than for a traffic offe	ence? Yes No
Nature of fine		Date	Location		Amount (CI\$)
		DD/MM/Y	(		
(iii). Have you ever been sancti If you answered yes, pl		s body, licensing board or	any other regulating body?	Yes No	
Nature of sanction		Date	Location		Reasons
		DD/MM/YY			
		DD/MM/Y	t -		
(iv). Have you ever been deport (a) the Cayman Islands	ted from or refused entry to: Yes		ered yes, please give details		
(b) any other Country	Yes	No If you answ	ered yes, please give details		
		-	· · -		



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19. Have you ever been bankrupt or owned shares, equity or rights in a non-public quoted company or been a director, manager, or officer of a company, partnership or entity whic went bankrupt or ceased trading without creditors being paid in full? Yes No If you answered yes, please provide dates and details in your cover letter.
20. Are you solvent? (Are you able to pay all debts/bills as they become due?) Yes No If no, please explain.
21. Have you ever been actively involved in politics in or outside the Cayman Islands? Yes No
If you answered yes, please give dates and details:
22. Have you ever had a permit to work refused, revoked or not renewed upon application in any country during the past 15 years? Yes No
23. Are you, and all dependants accompanying you, in good physical and mental health? Yes No If no, please give details:
Important note: Applicants from a non-English speaking country must have their English language skills tested. The applicant must receive a passing mark on their assessment take up employment in the Cayman Islands.
24. Is English your native language? Yes No
If Yes, skip to question 25.
If No, what is your native language?
Do you speak English?       Yes       No         Do you read English?       Yes       No         Do you write English?       Yes       No
Are you currently on Island? 📃 Yes 📃 No
Have your English skills been previously tested by?
a) Cayman Islands Immigration Yes No Score/Band Score Report No Exam Date
b) IELTS       Yes       No       D/MMM/YY       Attach a copy of your score report         c) TOEIC       Yes       No       D/MMM/YY       Attach a copy of your score report



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25. The name and address of my bank is:-

	Bank	Address
1.		
2.		

#### DECLARATION

I declare the information contained in this application to be correct to the best of my knowledge and belief and I am aware that it is a criminal offence to make a statement or representation that is false in a material fact which I know to be false or do not believe to be true.

In accordance with The Immigration Law, Section 42(4)(b), I hereby agree to submit to being Fingerprinted/Palmprinted for the purpose of identity verification and criminal checks domestically and internationally.

Signature of prospective worker

Date

D/MMM/YY

Date (dd/mmm/yyyy)



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**NOTES:** (i) The Applicant must have a valid passport. (ii) This application is in two parts. The first part is to be completed by the employee and the second part by the employer the self-employed. (iii) Refer to the checklist accompanying this form for additional documents required to process this application. (iv) Use separate sheet of paper, where necessary, to thoroughly answer each question.

### PART 2 - To Be Completed By the Employer

1. Name of employer or employing company								
Trade name (if different from above)	Trade name (if different from above)							
2. Date of Birth (if primary employer is a person)	D/MMM/YY							
3. Is Permit to be shared? Yes No If Yes, Name of additional employer								
Phone of additional employer e-Mail of additional employer								
Is additional employer a person?								
If Yes, also provide Employer of additional	personal employer							
4. Postal Address & KY								
5. Telephone (Work)	Telephone (Home)		Email Address					
6. Nature of business or occupation of employer								
Name of your employer		Employer's Addres	SS					
7. State under which law business is licensed to ope	erate							
Expiry date of current licence	MM/YY Licence numb	ber						
8. Position being filled (by prospective employee)								
9. Has this job been advertised or referred to the Na	tional Workforce Development	Agency (NWDA)? (copies of ad	vertisements should be	attached)				
Yes No If No, why not?								
10. If the job was advertised or referred to the NWD/	A, did any persons with Cayma	nian status or persons legally r	resident in the Cayman	Islands apply?				
Yes No If Yes, how many a	pplied and why were none hire	ed?						
If Yes, provide NWDA Job ID No								
11. How many people do you currently employ? Of those you employ, how many are Caymanian?								
12. If you employ non-Caymanians, provide nationality and the number of persons (Use separate sheet if necessary):-								
Nationality	Number of Persons	National	ity	Number of Persons				



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13. Is this applicant replacing an employee? Yes No If yes, provide name a	nd nationality of person being replaced:
	details of it with particular reference to how it will equip Caymanians with the skills job (Use separate sheet of paper,if necessary)
15. Do you offer a scholarship program? Yes No If so, please provide de	etails of your scholarship process and how it will be beneficial to Caymanians.
16. Why cannot a Caymanian be found from within your own work force to do the job?	
17. (i). How much will the worker receiving in salary or wages?	
(ii). What is the minimum number of hours the employee will be required to work?	per day per week per month
<ul><li>18. Is this prospective employee being recruited from a non-English speaking country? Y</li><li>(i). If "YES", are you aware of the requirements of the English Skills Test which must be u</li></ul>	es No
(ii). Are you satisfied that the prospective employee has a basic understanding of the Engl (iii). What steps have you taken to satisfy yourself that the prospective employee can spea	
19. For what period is the permit required 1 year 2 years 3 years *Under the Immigration law, domestic helpers, teachers, doctors, nurses and ministers of religion ma	4 years 5 years y be granted a work permit for a period of up to 5 years.
<b>DECLARATION</b> I declare the information contained in this application to be correct to the best of my k statement or representation that is false in a material fact which I know to be false or	
	D/MMM/YY
Signature of Employer	Date (dd/mmm/yyyy)
	D/MMM/YY
Signature of Additional Employer (if applicable)	Date (dd/mmm/yyyy)



## WORK PERMIT PAYMENT LOG

Employer			
Employee			
Occupation			
Number of Accompanying Dependants:			
WORK PERMIT FEE (for first year only)	CI\$		
ADMINISTRATION FILING FEE			
DEPENDANT'S FEE (per dependant for first year only)			 
REPATRIATION FEE (Non-refundable one-time payment per per	rson) CI\$	 	 
TOTAL FUNDS SUBMITTED	CI\$	 	
PAYMENT METHOD: CASH / CHEQUE			
CHEQUE NUMBER			



Health and Pension Supplement To Work Permit Application

Questions relating to the Provision of Pension Benefits and Health Insurance

### Supplement - To Be Completed By Employer and Attested To By The Employee

### PENSION PLAN

1. Do you have a valid Pension Plan for this employee in accordance with the National Pensions Law and its current revisions? Yes No							
If No, why not?							
2. What is the name of the Company and Administrator of your registered Pension Plan?							
Company	Tel	lephone No					
E-Mail Address	Em	nployee Pension No					
Registration No							
3. Are your Company's F	Pension Plan contributions for this employee paid up to date?	No					
If No, why not?							

### **HEALTH INSURANCE**

1. Do you have a valid Health Insurance Plan for this employee in accordance with the Health Insurance Law and its revisions and regulations thereunder? 🗌 Yes 📄 No								
If No, why not?								
2. What is the name of the Company and Administrator of your registered Health Insurance Plan?								
Company	Telephone No							
E-Mail Address	Employee Membership No							
Policy No								
3. Are your health ins	urance premiums for this employee paid up to date? 🔲 Yes 📄 No							
If No, why not?								

### **EMPLOYER'S DECLARATION**

I declare that the information given ab being sought is or will become a mem	ove is correct and confirm that th	e employee for whom the work permit is Plan in accordance with the Health	I declare that the information given above is correct and confirm that the employer from which I seek employment has enrolled me in the Health Insurance Plan and has enrolled me in the above Pension Pla (unless exempted by Pensions Law).			
Insurance Law and is a member or wil	I join the above Pensions Plan in	accordance with the National Pensions Law				
I understand making a false statement or representation knowing the same to be false in accordance with the Immigration Law, I am liable on conviction to a fine of CI \$5,000.00 and imprisonment of one year			I understand making a false statement or representation knowing the same to be false in accordance with the Immigration Law, I am liable on conviction to a fine of CI \$5,000.00 and imprisonment of one year.			
Name of Employer			Name of Employee			
Authorized signatory for			Signature			
and on behalf of Employer	Original Signature of Employer Required!, not Agency Representative			Original Signature of Employee Required	!, not Agency Representative	
Date (DD/MMM/YY)	D/MMM/YY		Date (DD/MMM/YY)	D/MMM/YY		
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**EMPLOYEE'S DECLARATION** 



## Accommodation Supplement

It is a Government requirement that suitable accommodation must be available for the employee and for any dependants. Accordingly, this form must be completed in full by the Employer, attested to by the Employee and Landlord/Rental Agent, and submitted along with the Work Permit Application Form.

1. Name of Employee					
2. Name of Employer					
3. Employee's Physical Address					
District	PO Box and KY		Telephone		
Block and Parcel No	-				
4. Type of Building Dwelling House	Apartment 🔄 Hotel				
5. How many rooms are available for the en	nployee and his/her family?				
Bedrooms	Bathrooms	Living	g Rooms	Kitchens	
6. Will any of these rooms be shared with c	ther occupants of the dwelling	? Yes 🗌 No 🗌	If Yes, give details	- including number of other	occupants and which rooms
7. This accommodation is Owned by	the Employer 📃 🛛 Owned b	y the Employee 🔲 R	ented by the Employer	Rented by the Em	ployee
8. If Rented, what is the period of lease?					
9. If Rented, the name and address of the I	andlord/Rental Agency is				
(i) House No	(ii) Street Name				
(iii) District	(iv) PO Box and KY			(v) Telephone	
I understand that in considering this application it may be necessary for a representative of the Department of Immigration to examine the accommodation.					
I agree that a representative of the department may view the premises described above at any reasonable hour of the day. I further attest that, to the best of my knowledge and belief, the above details are true and correct.					
I declare that the information provided abo to a fine of CI \$5,000 and imprisonment fo		nd I understand and accep	it that if it is proven th	at I have made a false state	ment, I am liable on conviction
Print Primary Employer Name	Original Signature required, m	Primary Employer Signature if		sign by Employer	Date (dd/mmm/yyyy)
			rigency dutionsed to		
		Employee Signatu	20		D/MMM/YY
Print Employee Name	Original si	Employee Signature Original signature required, cannot be Agency signature			Date (dd/mmm/yyyy)
Print Owner/Landlord/Rental Agent Na	ne (if any) Owner/	Landlord/Rental Agent (if Original Signature req			Date (dd/mmm/yyyy)
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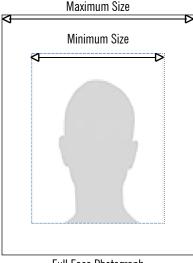


## PHOTOGRAPH TEMPLATE Applicants Only

Surname (Last Names)	Given Names (First Names)	Given Names (First Names)		Maiden Name (if applicable)	
File Number (if known)	(Also known as "Work Reference Number")	Application Date		Date of Birth	

For a work permit grant, work permit renewal, permanent residency or status - provide Full Face Photo.

#### **Applicant Full Face Photo**



Full Face Photograph

### Do Not Use Staples!

Photographs may be taped or glued to the picture diagrams.

#### Instructions:

- For Work Permit Grant, Work Permit Renewal, Permanent Residency and Cayman Status applications, provide Full Face Photo (1 photo).
- Print Last Name, First Name(s), and Date of Birth on the back of photograph.
- The photograph must:
- be a "passport type" photograph
- be in colour
- be taken within the past 12 months
- show full face (shoulders and above)
- have no head covering
- have a plain white background
- be between 45mm by 35mm (1.77 inches by 1.38 inches) and 63mm by 50mm (2.5 inches by 2 inches), see diagram below
- be unmounted
- be printed on normal photographic paper
- if digital, have resolution of at least 800 dpi (dots per inch)
- Blurred photographs will not be accepted.
- Stick-on labels will not be accepted.

PC001



	WORK PERMIT BOARD - WORK PERMIT GRANT CHECKLIST				
T	his list is a summary of general requirements for ALL applicants. The Work Permit Board reserves the right to request additional information or documentation as it sees fit.				
	Application forms duly completed, signed and dated by employee and employer - <u>original signatures required</u> . Please do not leave any question blank. If a question does not apply to you, insert "not applicable" or "n/a" in the space provided.				
	Cover letter signed by Employer with detailed summary of why the work permit is required - original signature required.				
	Correct work permit fee, including non-refundable CI\$100 application fee, dependant fee if applicable, and non-refundable CI\$200 repatriation fee for each person.				
	A full page copy of two newspaper advertisements - run consecutively for 2 weeks, with visible dates, including salary range and all other benefits.				
	Resume of all Caymanian applicants including NWDA referrals explaining why they were not hired for the position.				
	Certified copies of educational certificate/diplomas/degrees.				
	Original signed and sealed, Police Clearance certificate - less than 6 months old, from last place of residence.				
	Original medical questionnaire, if applicable, as the full medical is only required every 3 years, including the original HIV/VDRL lab report (HIV/VDRL is required every six months).				
	1 full face passport sized photograph Cuban National: Certified copy of Cuban Visa				
	Where the Trade & Business Licence has expired, a copy of the receipt of payment for the renewal from employer				
	A release letter where the applicant is changing jobs prior to the expiry of their current work permit from employer. Where one is not forthcoming, a letter of explanation and any supporting documentation is required.				
	Where the employer is licensed by another body other than the Trade & Business Licensing Board, proof of current license or copy of the receipt of payment for the renewal				
For Accompanying Dependants					
	Child(ren): An original medical questionnaire (if over 18 years of age), a certified birth certificate, a letter from a private school confirming acceptance/attendance.				
	Spouse: An original medical questionnaire, a certified marriage license, original signed and sealed Police Clearance certificate - less than six months old, from last place of residence				
	Section 52 (10) application (to coincide with spouse): An affidavit (see Immigration forms for sample) AND certified copy of marriage certificate				

#### ADDITIONAL REQUIREMENTS BY INDUSTRY

<b>Construction:</b> Copy of Immigration Form A (or a list of clients including addresses and telephone numbers) AND copies of signed contracts, from employer, redacted where appropriate		<b>Janitorial or Gardening:</b> Copy of Immigration Form A (or a list of clients including addresses and telephone numbers)	
<b>Professional/Managerial:</b> Certified copies of qualifications		If regulated by CIMA: Written approval for Senior Finance/Banking professional (e.g. Managing Director, CEO)	
Nurse/ Health Practitioner: Approval from Health Practitioner's Board		Veterinary: Approval from Veterinary Board	
<b>Electrical:</b> Certified copy of license from Electrical Board of Examiners and the ratio of Electricians to apprentice/wiremen		<b>Driver:</b> Certified copy of of license from the Public Transport Board for the appropriate category of vehicle	
Diving: Certified copy of PADI/NAVI qualifications		Skilled/Supervisory: Certified copies of qualifications and detailed list of skills	
Plumbing: Certified copy of license from Water Authority		Employment Agency: Proof of past and future employment for the applicant	
<b>Domestic, nanny or caretaker</b> : Certified copies of birth certificates of children to be cared for		<b>Caretaker for the elderly or infirm:</b> A Physicians letter confirming the illness if under 65 years of age (proof of age is required)	
Security Officer: Copy of license from the Royal Cayman Islands Police (RCIP)		Farming: Certified copy of certification from the Department of Agriculture	
Entertainment: Approval from the Music Association			