

APPLICATIONS FOR THE GRANT OF A WORK PERMIT

GUIDE TO APPLICANTS

In order to help us process your application as quickly as possible, please use the checklist below to ensure that all the information we need is provided with your application. If you have any questions concerning what is required, please feel free to telephone our Work Permit Board Secretariat on 244-2073/244-2072/244-2041.

ALL WORK PERMIT APPLICATIONS MUST BE ACCOMPANIED BY THE FOLLOWING DOCUMENTATION:

APPLICATION FORM

Each question must be completed fully and in BLOCK LETTERS

POLICE CLEARANCE CERTIFICATE

A certified and signed police clearance certificate with respect to the prospective employee and their spouse, if applicable, from their home district or last place of residence and issued within six months preceding the date of application. (Note: prospective employees and their spouses who are nationals of the United Kingdom and who were resident there prior to coming to the Cayman Islands may submit a sworn affidavit attesting to good character in lieu of a police clearance certificate. United Kingdom nationals who have been living elsewhere must submit a police clearance certificate from that country).

FEES

At the time of application the following fees must be paid:

- non-refundable administrative filing fee (CI\$50)
- work permit grant fee for the appropriate employment category (see appendix 1)
- dependant fee (per dependant). See schedule of fees attached.
- repatriation fee for prospective employee and each dependant, if any (CI\$200 each)

PHOTOGRAPHS

One full face and one profile photograph (passport size)

COVER LETTER

The employer must provide a letter addressed to the Secretary of the Work Permit Board setting out the reasons for needing to employ the prospective employee and providing any other information that might assist the Board in reaching its decision.

MEDICAL QUESTIONNAIRE

Unless the prospective employee has submitted a medical questionnaire in the six months prior to your application for the grant of a work permit, one must now be provided. A copy of the questionnaire is attached. Part 1 must be completed by the prospective employee; Part 2 must be completed by their physician and should bear his/her signature and seal or stamp. The original lab report showing the HIV/VDRL test results must also be provided. The HIV/VDRL tests must be taken within the six months preceding your application for the grant of a work permit. Note: HIV/VDRL lab reports are not acceptable from Jamaica, Haiti, Dominican Republic, Honduras and Nicaragua. Prospective workers from these regions will be required to re-take the HIV/VDRL tests once in the Cayman Islands.

ADVERTISEMENTS

Before submitting an application for the grant of a work permit the prospective employer must, unless exempted to do so by the Board, advertise the position in a local newspaper to ascertain the availability of Caymanians. The advertisement must appear in a local newspaper for at least two issues for two consecutive weeks. All responses received from Caymanians must be forwarded to the Board with the work permit application along with copies of their CVs. A copy of each advertisement (full page of the newspaper showing the date) must also be provided. **A base salary or a salary range must be stated in the advertisement along with the benefits being offered.**

Advertising is not required if the prospective employee is:

- married to a Caymanian

or is to be employed as:

- a labourer (including carpenter's helpers and mason's helpers)
- a farm worker
- a janitorial worker
- a gardener/landscaper
- a handyman
- a food and beverage server (full-time only: positions for part-time servers must be advertised).

or is otherwise exempted by prior approval from the Work Permit Board under Regulation 4(2) of the Immigration Regulations, 2004.

The advertisement must contain the following information:

- (a) a full and accurate description of the job to be filled; and
- (b) a full and accurate description of the qualifications the prospective employer considers are necessary for carrying out the job and the reason for requiring those qualifications; and
- (c) the number of years experience required;
- (d) the name and address of the employer or agency.

- Prospective employers and employees must pay careful attention concerning the requirement in relation to the prospective employee having a basic understanding of the English language, both spoken and written. See separate guidance notes for more information.**

ADDITIONAL SUPPORTING DOCUMENTATION IS REQUIRED IF THE PROSPECTIVE EMPLOYEE IS TO BE EMPLOYED IN THE FOLLOWING EMPLOYMENT SECTORS/POSITIONS

HOSPITALITY INDUSTRY

- If the prospective employee is to be employed as a **diver**, a copy of their PADI/NAUI certification must be provided.

PROFESSIONAL/MANAGERIAL POSITIONS

- Notarised copies of the prospective employee's professional qualifications must be provided.
- In the case of **health practitioners/nurses etc.**, please provide a certified copy of their license to practice by the Health Practitioners Board
- In the case of **teachers**, please provide a certified copy of their licensing from the Educational Council
- In the case of **professionals within the financial services industry** whose positions are regulated by the Cayman Islands Monetary Authority (CIMA), please provide proof of such from the CIMA.

SKILLED/SUPERVISORY POSITIONS

- Please provide notarised copies of the prospective employee's qualifications and details of the skills they possess that are relevant and required for the position for which they are being employed.

CONSTRUCTION INDUSTRY

- Please provide copies of signed contracts or building permits for all ongoing construction projects and those to be undertaken
- Plumbers: Please provide a copy of the prospective employee's current license from the Water Authority authorising them to operate as a plumber.
- Electricians:** Please provide a copy of the prospective employee's current licence from the Electrical Licensing Board authorising them to operate as an electrician. The employer must also provide the ratio of electricians to electrical helpers employed within the company.

JANITORIAL & GARDENING SERVICES

- Please provide copies of signed contracts/agreements for provision of gardening or janitorial services that are in operation at the time of application or are to be undertaken.

FARMERS

- Please provide notarised copy of certification from the Department of Agriculture recognising the employer as a bona fide farmer

DRIVERS

- Please provide a notarised copy of the prospective employee's license from the Public Transport Board for the appropriate category of vehicle.

DOMESTIC/NANNY/CAREGIVER

- Where the prospective employee is to care for the elderly or infirm, a supporting letter from a medical doctor should be provided which gives details of their medical condition.