



Cayman Prep and High School

Owned and operated by the United Church in Jamaica and the Cayman Islands

Chairman Board of Governors: Mr Ormond Williams
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APPLICATION FOR THE POSITION OF: Business Manager

Date of application (dd/mm/yy):

Name:

Title:

Date of Birth (dd/mm/yy):

Nationality:

Do you have Caymanian Status: YES / NO

Do you have Permanent Residency Certificate with Employment

Rights in the Cayman Islands? YES / NO

Insert Photograph

CONTACT INFORMATION

Postal address:

Skype address (if available):

Email:

Tel (include country code):

Date of application:

PERSONAL INFORMATION

Marital status:

Name & occupation of accompanying spouse (if applicable):

Names and ages of any accompanying children:

Are you a member of the United Church of Jamaica & the Cayman Islands? YES / NO .

If yes, which church?

Are you a member of any other Christian church? YES / NO

If yes, which church?

PROFESSIONAL/OTHER QUALIFICATIONS

University/College/School (name, city, country):	
Qualification awarded:	
Start date (dd/mm/yy):	Completion date (dd/mm/yy):
Subjects studied:	
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University/College/School (name, city, country):	
Qualification awarded:	
Start date (dd/mm/yy):	Completion date (dd/mm/yy):
Subjects studied:	

OTHER RELEVANT QUALIFICATIONS / RECENT PROFESSIONAL DEVELOPMENT

NAME OF COURSE / AWARD	COURSE CONTENT	AWARDING BODY, LOCATION & DATE

EMPLOYMENT HISTORY

Current Post

Name & address of employer:	
Employment commenced (dd/mm/yy):	Length of notice required:
Position held:	Part-time / Full-time (delete as applicable)
Key responsibilities:	
Current salary (include currency):	

Previous Employment

Name & address of employer:	
Employment commenced (dd/mm/yy):	Employment ended (dd/mm/yy):
Position held:	Part-time / Full-time (delete as applicable)
Key responsibilities:	

Name & address of employer:	
Employment commenced (dd/mm/yy):	Employment ended (dd/mm/yy):
Position held:	Part-time / Full-time (delete as applicable)
Key responsibilities:	

Name & address of employer:	
Employment commenced (dd/mm/yy):	Employment ended (dd/mm/yy):
Position held:	Part-time / Full-time (delete as applicable)
Key responsibilities:	

Supporting Letter of Application

On a separate document, please provide a letter to support your application.

This is the most important part of the application.

Make sure that you read the Job Description and ensure that what you write is relevant.

Within the letter, you will need to explain/give examples of how your skills, abilities, experience, knowledge and achievements make you suitable to meet the expectations of responsibilities detailed within the Job Description and address the criteria outlined for this role. In addition indicate why you are applying for the position.

CODE OF CONDUCT FOR STAFF AT CAYMAN PREP AND HIGH SCHOOL

Our Mission Statement:

Cayman Prep and High School provides a stimulating learning environment, firmly rooted in Christian principles, in which our students become critical, creative thinkers, responsible citizens and lifelong learners in an ever changing world.

If appointed, would you be prepared to promote the Christian ethos of the school and abide by the Staff Code of Conduct? YES / NO

CHILD SAFEGUARDING

Cayman Prep and High School is totally committed to safeguarding the welfare of our children and young people and expects the same commitment from all our employees. All successful candidates will be subject to enhanced pre-employment clearance including identity checks, criminal background checks, qualification checks and employment checks to include an exploration of any gaps in employment and three satisfactory employment checks.

REFERENCES

Please give the names and contact details of three referees who have known you professionally. These should include your current / most recent Employer / and a recent line manager.

NAME OF REFEREE	IN WHAT CAPACITY HAS THE REFEREE KNOWN YOU?	EMAIL ADDRESS AND TELEPHONE NUMBER (include international code)

Please note that:

- The above information will be treated confidentially. None of it will be divulged beyond those responsible for the selection and appointment of staff.
- Before any appointments can be confirmed, referees will be consulted and applicants will **be expected to provide evidence of qualifications, copies of a recent police clearance certificate and a C.V.**

Declaration:

I hereby declare that the preceding information is true and correct.

Signed:

Date:

Print Name:

The completed application should be e-mailed to recruitment@cayprep.edu.ky