Cayman Prep School Logo no text

**Cayman Prep and High School**

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

Director: Ms Debra McLaughlin

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| --- |
| **APPLICATION FOR: *SCHOOL RECEPTIONIST/OFFICE ASSISTANT***  ***JOB REF# D101-23-24*** |
| **Date of application** (dd/mm/yy)**:** |

|  |  |
| --- | --- |
| **Name**: | Insert Photograph |
| **Title**: |
| **Date of Birth** (dd/mm/yy): |
| **Nationality**: |
| **Do you require a Work Permit (tick box):**  YES  / NO |
| **Do you have Caymanian Status**: YES  / NO |
| **Do you have Permanent Residency Certificate with Employment Rights in the Cayman Islands? (TICK BOX)** YES  / NO |

**CONTACT INFORMATION**

|  |  |
| --- | --- |
| **Postal address**: | |
|  | |
| **Email**: | **Tel**: |

**PERSONAL INFORMATION**

|  |
| --- |
| **Marital status**: |
| **Name & occupation of accompanying spouse (if applicable**): |
| **Names and ages of any accompanying children:** |
| **What, if any, is your connection with the Cayman Islands?** |
| **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?** |

# UNIVERSITY/COLLEGE QUALIFICATIONS

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

**HIGH SCHOOL QUALIFICATION**

|  |  |
| --- | --- |
| **Name of High School** (name, city, country): | |
| **Qualification awarded**: | |
| **Start date** (dd/mm/yy): | **Completion date** (dd/mm/yy): |
| **Subjects studied**: | |

**OTHER RELEVANT QUALIFICATIONS / PROFESSIONAL DEVELOPMENT**

|  |  |  |
| --- | --- | --- |
| NAME OF COURSE / AWARD | COURSE CONTENT | AWARDING BODY, LOCATION & DATE |
|  |  |  |
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|  |  |  |
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**HAVE YOU EXPERIENCE OF THE FOLLOWING:**

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| --- | --- | --- |
|  | **Yes** | **No** |
| **Front of House Customer Service** |  |  |
| **Working in an educational environment** |  |  |
| **Working with High School aged children** |  |  |
| **Medical experience – dealing with minor and major First Aid incidents** |  |  |
| **General Office duties, including word processing and filing** |  |  |
| **Using a range of information databases for data input** |  |  |
| **Working in an environment which demands confidentiality** |  |  |

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**: | | | |
|  |  | | |
| **The reason(s) for leaving the organisation?** | | | |
| **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**: | | | |
|  | |  | |
| **The reason(s) for leaving the organisation?** | | | |
| **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**: | | | |
|  |  | | |
| **The reason(s) for leaving the organisation?** | | | |

**Please outline below why you are interested in obtaining a Receptionist/Secretary position at Cayman Prep & High School.**

**How do you think your qualifications and experiences have prepared you for this post?**

**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 as stated in the code of ethics outlined above?** 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.

|  |  |  |
| --- | --- | --- |
| I hereby confirm there are no reasons I should not be working with children. | YES or NO   |  | | --- | |  | |
| I hereby confirm I am not currently nor have been subject to any disciplinary proceedings relating to conduct deemed reportable by child protection legislation in any County. This includes misconduct that causes physical or psychological harm to a child, be conduct committed against, with or in the presence of a child. | YES or NO   |  | | --- | |  | |
| I hereby confirm I am capable of working with children and adolescents and will not engage in any conduct deemed reportable by child protection legislation | YES or NO   |  | | --- | |  | |
| If answered NO to any statement, please provide information below: | |
| Please provide details of your most recent Disclosure and Barring Service Enhanced Disclosure Certificate.    Date of Certificate:      /     /      (dd/mm/yyyy) Certificate Number: | |

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| **Criminal history declaration – please tick relevant statement**  I hereby declare that I have NO record of any criminal conviction (s), caution (s) or  reprimand (s) in ANY Country including any that are now regarded as “spent”, and that I  have never been and am not currently subject to any investigation with possibility of  convictions, cautions or reprimands. I agree to notify the school immediately should  there be any changes to my current status.  I declare in good faith, that I am not, nor have I ever been a ‘disqualified’ person as  defined by any Child protection or working with children legislation. I declare that I am  a person of good character, fit to work with children and I am not aware of any  information that would prevent me from seeking, undertaking, or remaining in child-  related employment. I have not previously been removed, or asked to leave, an  organisation or role (paid or unpaid) because of concerns about my conduct.    If you have a CRIMINAL RECORD tick this box  **Such written information must be provided to Cayman Prep and High School if**  **requested by the school**. |

**REFERENCES**

Please give the names and contact details of three referees who have known you professionally. These should include your current / most recent Principal /Director / Head Teacher and a recent line manager. Please note that all information will be treated confidentially. None of it will be divulged beyond those responsible for the selection and appointment of staff.

|  |  |  |
| --- | --- | --- |
| NAME OF REFEREE | IN WHAT CAPACITY HAS  THE REFEREE KNOWN YOU? | EMAIL ADDRESS AND TELEPHONE NUMBER (include international code) |
|  |  |  |
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| --- | --- | --- |
| If shortlisted for interview, do you give your permission for us to contact your referees before any interviews? | | |
| **Reference 1** Yes 🞏 No 🞏 | **Reference 2** Yes 🞏 No 🞏 | **Reference 3** Yes 🞏 No 🞏 |

|  |  |  |
| --- | --- | --- |
| Only contact referees after interview if you are the preferred candidate? | | |
| **Reference 1** Yes 🞏 No 🞏 | **Reference 2** Yes 🞏 No 🞏 | **Reference 3** Yes 🞏 No 🞏 |

**DECLARATION:**

**I hereby declare that the preceding information is true and correct. I have not withheld or concealed any information that has been requested. I understand that if it be subsequently discovered that the above information is false, misleading or I have failed to make full disclosures, I understand my employment could be terminated.**

**Signature ………………………………………………………………………………………………… Date ………………………………….**

**Print Name: ……………………………………………………………….**

**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 latest DBS/Criminal Background check/** **police clearance certificate, evidence of professional qualifications and a C.V.**