



# RCIPS

## EMPLOYMENT APPLICATION

### To Qualify, All Applicants Must:

- Have proof of Caymanian or PR (with right to work) status.
- Be between 18 and 40 years old.
- Be physically fit.
- Have minimum of High School diploma and 3 CXCs or equivalent (to include Maths and English).
- Not have any criminal convictions in this jurisdiction or elsewhere.
- Truthfully declare all the information required in the application form.
- Submit true legible copies of academic qualifications, clearly stating grades/passes etc. (only if successful).

### Police Constable – Entry Level Application Form

The application form is available for completion on the RCIPS website [www.rcips.ky/careers](http://www.rcips.ky/careers).

- You must personally complete all sections of this form.
- The information given will be treated in strict confidence and will be used to assess your suitability to join the RCIPS.
- Sections that do not apply to you should be clearly marked N/A.
- Incomplete application forms or applications received after the closing date will NOT be considered.
- At this stage, please do not provide physical documentation such as references, copies of diplomas or qualifications, etc.
- **Completed applications must be signed and submitted electronically via Adobe .pdf format and are accepted on an ongoing basis at [localrecruits@rcips.ky](mailto:localrecruits@rcips.ky).**

# Section 1: PERSONAL DETAILS

Position Applied For: \_\_\_\_\_

Full Name (First, Middle, Last): \_\_\_\_\_

Maiden name or any other name (including change by deed poll) used in educational or employment background:

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

Current Physical Address: \_\_\_\_\_

Previous Physical Address (Details of other addresses you have lived at over the past 5 years):

PERIOD:	ADDRESS:

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

Contact Phone numbers: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

If you are not Caymanian, what is your Immigration Status in the Cayman Islands?: \_\_\_\_\_

Please state how long you have continuously resided in the Cayman Islands prior to this application:

Years \_\_\_\_\_ Months \_\_\_\_\_ Weeks \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Have you previously applied for a role with the RCIPS?      **Yes**       **No**

If **Yes**, please give date (s) and details of role(s).

Have you previously worked for the RCIPS?      **Yes**       **No**

If **Yes**, please give date(s) and details of role(s):

## Section 2: EMPLOYMENT HISTORY

### PRESENT EMPLOYER

(NOTE: If you are unemployed, please proceed to complete PREVIOUS EMPLOYER (1) in section below.)

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_ Monthly Salary: \_\_\_\_\_

Brief Description of Duties:

Period of Notice Required: \_\_\_\_\_

### PREVIOUS EMPLOYER (1)

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Position Held: \_\_\_\_\_

Period of Appointment: \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_ Monthly Salary: \_\_\_\_\_

Brief description of Duties:

Reason for leaving:

## Section 2: EMPLOYMENT HISTORY (Continued)

### PREVIOUS EMPLOYER (2)

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Position Held: \_\_\_\_\_

Period of Appointment: \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_ Monthly Salary: \_\_\_\_\_

Brief description of Duties:

Reason for leaving:

### PREVIOUS EMPLOYER (3)

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Position Held: \_\_\_\_\_

Period of Appointment: \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_ Monthly Salary: \_\_\_\_\_

Brief description of Duties:

Reason for leaving:

## Section 3: EDUCATIONAL BACKGROUND

Please list all qualifications obtained from all Secondary Schools, Colleges, Universities including years attended (Please state highest first):

Colleges or Universities	Course	Years Attended	Qualifications & grades obtained
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Schools	Subjects	Years Attended	Qualifications & grades obtained
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Professional/Technical/Occupational Training/Apprenticeship/Skills**

**Course details**

_____	_____
_____	_____
_____	_____
_____	_____

**Any job-related training received in the Military or Paramilitary:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Any volunteer activities and/or community involvement:**

\_\_\_\_\_  
\_\_\_\_\_

**Special Awards, Honors and/or Recognitions received:**

\_\_\_\_\_  
\_\_\_\_\_

**Computer skills:**

\_\_\_\_\_  
\_\_\_\_\_

**Language skills:** \_\_\_\_\_

**Personal interest and hobbies:** \_\_\_\_\_

## Section 4: PERSONAL HISTORY

Please answer the following questions completely and accurately. Although a conviction will not necessarily disqualify an applicant from employment, any falsification or misstatement of facts or failure to disclose details of such convictions may be considered as a deliberate attempt to conceal information and will be sufficient to disqualify you.

Please give details of convictions for any offences, including traffic convictions and/or any court appearances. State if you have received any formal cautions by the Police for offences, including warning letters. You must include spent convictions under the Rehabilitation of Offenders Law (Revised 1998). If you have been convicted or cautioned for any offence you may still be eligible for consideration, depending on the nature and circumstances of the offence.

Have you ever been convicted of a crime in a Court of Law?  **Yes**  **No**

If **Yes**, please provide full details including date(s) of offence(s)/alleged offence(s), result(s) and any court actions.

Have you ever been arrested or prosecuted for any offence(s), including Traffic, Criminal or Immigration matters?  **Yes**  **No**

If **Yes**, please provide full details including date(s) of offence(s)/alleged offence(s) and result(s).

Is there any criminal, civil or disciplinary action(s) pending against you?  **Yes**  **No**

If **Yes**, please provide full details including date(s) of offence/alleged offence(s) and status of investigation.

Have you ever been a victim, witness or suspect in a criminal investigation?  **Yes**  **No**

If **Yes**, please provide full details including date(s) and status of investigation.

## Section 5: DRIVING HISTORY

Can you operate a motor vehicle?  Yes  No

Do you have a current Cayman Islands Driver's Licence:  Yes  No

If **Yes**, please give date of issue and Licence number: \_\_\_\_\_

Have you ever held a Driving Licence issued by any other Country?  Yes  No

If **Yes**, please give Country and Licence number: \_\_\_\_\_

Has your Licence ever been revoked or suspended?  Yes  No

If **Yes**, please give reason(s):

Have you received a traffic ticket or summons for a moving traffic violation(s) in the past seven (7) years?

Yes  No

If **Yes**, please give details:

Have you ever been charged as a result of a traffic accident?  Yes  No

If **Yes**, please give details:

## Section 6: REFERENCES

Please give the names and details of three individuals who we can contact for work-related references. If you have not been employed, please provide the names of academic or character references below. If you are self-employed, please provide your business name and supply names below of 3 business references.

### Reference 1

Name: \_\_\_\_\_  
Organisation and Position: \_\_\_\_\_  
Work Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Reference 2

Name: \_\_\_\_\_  
Organisation and Position: \_\_\_\_\_  
Work Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Reference 3

Name: \_\_\_\_\_  
Organisation and Position: \_\_\_\_\_  
Work Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Section 7: MISCELLANEOUS INFORMATION

Are you a current member of the Special Constabulary?  Yes  No

If **Yes**, please give date you joined that organisation: \_\_\_\_\_

Have you ever had life, health, vehicle or property insurance refused or cancelled?  Yes  No

If **Yes**, please give reason(s):

Are you a member of, or have any connection with, any political organisation or movement or trade union within or outside the Cayman Islands?  Yes  No

If **Yes**, please give details:



## Section 7: MISCELLANEOUS INFORMATION (Continued)

Are you, or any member of your immediate family, holders of a liquor licence?  Yes  No

If **Yes**, please indicate type of establishment, name of place of business, and name person(s) or firms under which operated under:

Have you ever taken drug(s) other than those prescribed for you by a medical doctor or those available without prescription, at a Pharmacy?  Yes  No

If **Yes**, please name the drug(s):

Please list any social internet site(s) that you have an active or past account with (i.e. FACEBOOK, TWITTER, BLOGS, etc.):

Do you have any tattoo(s)?  Yes  No

If **Yes**, please describe where they are and what they are:

Law enforcement has physical demands, and the RCIPS must therefore ensure that their Recruits are fit to serve. Shortlisted applicants will be required to take a physical ability test during the hiring process.

In general, how would you qualify your fitness/health condition?

Excellent  Good  Average  Poor

Please elaborate and explain:

## **Section 8: PERSONAL STATEMENT**

Please explain why you want to become a Police Officer:

# APPLICANT'S CERTIFICATION AND AGREEMENT

Please complete and sign the following declaration:

The information I have provided on this form is correct to the best of my knowledge and may be verified by the RCIPS prior to my appointment.

All questions have been accurately and fully answered and I understand that any false statements made by me on this Application or any supplement thereto, or any false statement made to any representative of the Royal Cayman Islands Police Service during the interview process, will be sufficient grounds for immediate discharge, no matter when discovered.

I understand and agree that the Royal Cayman Islands Police Service will make a thorough investigation of my character, reputation and past employment. I authorise the giving and receiving of any such information requested by the Royal Cayman Islands Police Service, and hereby release all former employers and their agents of any liability for any information they may give to the Royal Cayman Islands Police Service. I hereby waive any rights or claims I may have, whether presently fully developed or not, against the Royal Cayman Islands Police Service or its agents or employees, arising out of, or resulting from the release, authorised or unauthorised, of the information received pursuant to or in connection with the Royal Cayman Islands Police Service's handling, processing, or investigation of my Application with them.

I hereby certify that I possess all the qualifications which I claim to hold and understand and agree that if offered employment I will be required to provide proof of my qualifications.

I agree to a physical examination if requested, testing for the use of illegal drugs, controlled substances or alcohol, prior to hiring, and at any time during my employment, based upon reasonable suspicion and the Cayman Islands Government regulations.

I must inform the Recruitment Office immediately of any change in my circumstances or if I do not wish to pursue this application further.

I hereby acknowledge that if appointed, the first twenty-four (24) months of my employment with the Royal Cayman Islands Police Service constitutes a probationary period.

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**Applicant's Signature**

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**Date**

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**Applicant's Name (Block Capitals)**