

## Guidance for Form W2 – Work Permit Grant – Work Permit Board

### ***Use this form:***

When you wish to apply for the grant of a work permit by the Work Permit Board for working in Grand Cayman, Cayman Brac, or Little Cayman

### ***Submission requirements:***

In submitting this form you should enclose the following (where applicable):

- Application
  - The application and all supporting forms to the application must be printed on regular size, plain, white paper and duly completed.
    - The following are unacceptable: coloured paper, stock card, letterhead, parchment, or transfer paper.
  - All forms must be submitted in the correct format which includes the title pages and Immigration logos. Facsimiles are not acceptable.
  - Forms should be in the correct page number order and there must be no missing pages.
- Cover Letter

The employer must provide a letter 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. The letter should be addressed to the relevant Secretary as shown below:

  - Business Staffing Plan Board: *Secretary of the Business Staffing Plan Board*
  - Work Permit Board: *Secretary of the Work Permit Board*
- Advertisements

Before submitting a work permit application the prospective employer must, unless exempted to do so by the Governor-in-Cabinet or the Board, advertise the position in a local newspaper to ascertain the availability of a Caymanian, the spouse of a Caymanian, the holder of a Residency & Employment Rights Certificate, or a person already legally and ordinarily resident in the Islands. The advertisement must appear in a local newspaper for at least two issues for two consecutive weeks. All responses received from persons in these categories must be forwarded to the Board with the work permit application along with copies of their CVs. A full-page copy of each advertisement (showing the date) must also be provided. **Advertisements are valid for 3 months from this date. A base salary or a salary range must be stated in the advertisement**



**along with the benefits being offered.** It should be noted that the Board has no power to consider a work permit application unless and until this requirement concerning advertising the position has been complied with.

Advertising is not required if the prospective employee 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 domestic helper
- 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.

The advertisement must contain the following information:

- a full and accurate description of the job to be filled; and
- 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
- the number of years' experience required;
- the name and address of the employer or agency.

- **Police Clearance Certificate**

A certified and signed police clearance certificate with respect to the prospective employee, their dependent spouse, if any, and dependent children over 18, if any, from their home district or last place of residence and issued within six months preceding the date of application.

- **Private School**

Please provide a letter from a private school/university confirming acceptance/ attendance for your child. If over eighteen years old, the conformation/attendance letter must be submitted annually.

- **Fees**

At the time of submitting your application, the following fees must be paid:

- non-refundable administrative filing fee
- work permit grant fee for the appropriate employment category
- dependant fee, if any
- repatriation fee for prospective employee and each spouse/dependant, if any

- **Photographs**



One full face *and* one profile passport-type photograph:

- The photograph must be in colour.
- Print name and date of birth on the back of the photograph.
- The photograph must be taken within the past 12 months.
- Show full face (shoulders and above), with no head covering.
- The photograph must have a white background.
- The photograph size should be between 45mm by 35mm (1.77 inches by 1.38 inches) and 63mm by 50mm (2.5 inches by 2 inches).
- The photograph should be un-mounted.
- The photograph must be printed on normal photographic paper.
- If digital, the photograph resolution must be at least 800 dots per square inch.
- Blurred photographs will not be accepted.
- Stick-on labels will not be accepted.

- Cuban National

Please provide certified copy of Cuban Visa.

- Medical Questionnaire

Unless the prospective employee has submitted a medical questionnaire in the three years immediately preceding your application for the grant of a work permit, one must now be provided. Part 1 must be completed by the prospective employee; Part 2 must be completed by their physician and must bear his/her signature and seal or stamp.

Original medical questionnaires are also required for an accompanying spouse and any children over the age of eighteen.

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. Lab reports are only valid for six months.

Note: Prospective workers from the following regions will be required to re-take the HIV/VDRL tests once in the Cayman Islands: Dominican Republic, Haiti, Honduras, Jamaica, and Nicaragua.

- Caymanian Applicants

Attach the resumes of all Caymanian applicants. In the Employer section of the application, include the National Workforce Development Agency (NWD A) Job ID Number(s). For each referral, explain why the Caymanian(s) was not hired for the position.

Further information can be obtained at the NWD A website: [www.nwda.gov.ky](http://www.nwda.gov.ky)

- Education

Please provide certified copies of educational certificates/ diplomas/ degrees.



- **Resume**  
Please provide a copy of applicant's Resume (where applicable).
  
- **Release Letter**  
A release letter where the applicant is changing jobs prior to the expiry of their current work permit from employer is required. Where one is not forthcoming, a letter of explanation and any supporting documentation is required.
  
- **Birth/Marriage Certificates**  
If adding for the first time, a spouse or a child on the work permit grant application form, the relationship to the employee must be proved by submitting marriage licence & birth certificates as appropriate.
  
- **Section 52 (10) application (to coincide with spouse):** An affidavit (see immigration forms for sample) and certified copy of marriage certificate is required.  
A person who- :
  - Is married to a worker,
  - Is married to a person employed by the Government of the Islands
  - Is married to a person employed by the Government of the United Kingdom, in the Islands
  - Is married to a person employed by any statutory authority or Government owned company, the employees of which are by law not required to hold work permits
  - Is married to a person who is working by operation of law under section 49(2) or 52A(12), or with the permission granted under subsections(4) and (8), and whose right to work in the Islands will expire before that of his spouse
  - whose marriage is in opinion of the Board or the Chief Immigration Officer not a marriage of convenience,
  - who is not living apart from his spouse under a decree of a competent court or under a deed of separation
  - who has not lived apart from his spouse for an aggregate period of three months out of the twelve months immediately preceding the application for the grant in circumstances which, in the opinion of the Board or the Chief Immigration Officer, have led it to conclude that the marriage has broken down.may apply for a grant or renewal of a work permit. The period granted may not exceed that of the spouse's work permit or any renewal thereof or his employment as aforesaid or of the period for which his spouse is working by operation of law or under permission granted under subsection (4) or (8).

- Pension Plan Requirements

Persons working in the Islands for more than 9 months must have a pension plan in accordance with the National Pensions Law. Regardless if an employee switches employers after a year, the 9 month period does not start over because of a new employer.

According to the National Pensions Law, Section 25:

- (1) Subject to subsection (2), all employees between 18 and 60 shall be members of a pension plan.
- (2) A plan is not required for employees who do not have Caymanian status or are not permanent residents and who -
  - a. Have been working in the Islands for a continuous period of 9 months or less; or
  - b. Are employed to do housework in private residences (Domestics only, but does not include Nannies)
- (3) All self-employed persons must be covered
- (4) If you have more than one employer, all must contribute to a plan.

- Health Insurance Coverage

Subject to Section 5 Subsection (1), (2), & (16) of the Health Insurance Law (2013 Revision), Health Insurance is compulsory:

- (1) Every person resident in the islands shall, unless he is-
  - a. Covered by a contract of insurance effected by an employer under subsection (2);
  - b. Covered by a contract of insurance effected by Government under subsection (3), or where Government does not effect such a contract, medical services are provided to him by the Government in accordance with the Personnel Regulations (2013 Revision); or
  - c. An uninsurable person
- (2) Subject to this section, every employer shall effect and continue on behalf of-
  - a. Himself;
  - b. His dependants;
  - c. Each of his employees; and
  - d. The dependants of each of his employees, a standard health insurance contract.
- (16) A person who fails to comply with subsection (1) or (2) commits an offence and is liable on summary conviction to a fine of thirty thousand dollars, and on conviction on indictment to a fine of forty thousand dollars.

Note: An employer who fails to maintain health insurance coverage for the employee(s) may also be liable for any uninsured medical expenses incurred by the employee(s).



- Trade & Business Licence

Where the Trade & Business Licence has expired, a copy of the receipt of payment for the renewal from employer is needed.

Where the employer is licenced by another body other than the Trade & Business Licencing Board, proof of current licence or copy of the receipt of payment for the renewal is required.

- English language requirements

Prior to arrival in the Islands, a prospective employee whose first language is not English may elect to take the overseas English language testing (ELT) at one of the two recognized overseas English Testing Centres. This testing requirement is envisioned to be more accommodating and convenient as it will enable persons to make appointments and sit tests in his/her own country prior to travelling to the Cayman Islands.

Arrangements may be made to be tested directly to the International English Language Test (IELTS) and Test of English for International Communication (TOEIC), each of which has test centres operating in multiple countries.

To be successful in this phase of their work permit application a prospective worker must score within the following ranges:

- International English Language Testing System (**IELTS**): Band Score Level 6 - <https://www.ielts.org>
- Test of English for International Communication (**TOEIC**): Band Score Level B2 - [http://www.ets.org/ept\\_directory](http://www.ets.org/ept_directory)

Prospective employees should arrange to attend a relevant centre in their respective countries. In the event that there is no centre in their country, arrangements may be made at the nearest centre. In this situation only, applicants may travel to the Cayman Islands for testing.

Testing will include competencies in Listening, Reading, Writing and Speaking. Overall scores will include a combination of the four competencies.

Alternatively, the prospective employee may be required to come to the Department of Immigration Headquarters to take an *Internal* English test upon approval in principle of the work permit. If found not to possess a sufficient knowledge of the English language, they may have their permission to remain or work permit revoked.

- English Language Translations

A notarized English translation is required for all documents where the originals are presented in a foreign language.

**Business Staffing Plan ONLY:**

- **Business Staffing Plan Number**  
Ensure that the Business Staffing Plan number for the employee is the next available number in the plan. E.g. if position #2 is taken and #3 and #4 are available then #3 must be used before #4 can be used, unless the applicant is replacing an employee in position #2.
- **Business Staffing Plan Conditions**  
Please ensure compliance with conditions set within the Business Staffing Plan e.g. Regulations 6 conditions.
- **Position**  
If the position is not included in the plan, the new title must be requested to be added within the cover letter and an additional non-refundable application fee of CI\$100 must be included.

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**  
Notarized 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 licence to practice by the Health Practitioners Board
  - In the case of acupuncturists/chiropractors etc, please provide a certified copy of their licence to practice by the Council of Professions allied with Medicine (CPAM)
  - In the case of teachers, please provide a certified copy of their licencing 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 notarized 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 proposing to be employed.
- **Construction Industry**  
Please provide a 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. In addition, building permits for all on-going construction projects and those to be undertaken should be provided to supplement the application (if available)

- Plumbers: Please provide a copy of the prospective employee's current licence from the Water Authority authorising them to operate as a plumber.
- Electrical Engineer/Master Electrician/Electrician/Wireman/Lineman: Please provide a copy of the prospective employee's current licence from the Electrical Board of Examiners 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. Alternatively, please complete Form A, listing the clients and contact details of persons to whom you provide service.

- Security Officer

Copy of licence from the Royal Cayman Islands Police (RCIP)

- Entertainment

Please provide approval from the Music Association.

- Farmers

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

- Veterinary

Please provide approval from Veterinary Board.

- Employment Agency

Please provide proof of past and future employment for the applicant.

- Drivers

Please provide a notarized copy of the prospective employee's licence 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. Where caring for a child/children the birth certificates of the child/children being cared for must be provided, unless these documents were previously provided.

Provide Proof of Employment via an Employment/Job letter stating occupation and salary.



If Self Employed, provide an Employment Letter stating occupation and salary, together with a copy of current Trade and Business Licence and proof of pay, for example an original pay slip or bank statements.

***Send the completed application to:***

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

OR

The Secretary to the Business Staffing Plan Board  
P.O. Box 1098  
Grand Cayman, KY1-1102  
CAYMAN ISLANDS

OR

The Secretary to the Cayman Brac and Little Cayman Immigration Board  
PO Box 240  
Cayman Brac, KY2-2101  
CAYMAN ISLANDS

***What happens next?***

If the application is approved, a letter will be sent to you notifying you of the decision and setting out the terms and conditions upon which you may work.

If the application is refused, there is a right of appeal to the Immigration Appeals Tribunal.

*Under the Law an applicant is required to provide a complete application which has been defined as above. Failure to comply with the above could result in a refusal by the Board.*

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