



WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

To Register an Employer

A QUICK GUIDE TO USING THE UPDATED ONLINE PORTAL

To Register an Employer

Please Note: You NEED to register as a Person first before registering as an Employer. Please go to the 'How To' Guide for Person Registration.

1. Log into the JobsCayman Portal.

Welcome!

JobsCayman is the online portal where employers and job seekers meet for success. Job seekers can register to view and apply for available jobs or request assistance in finding employment. Employers can post job advertisements and review applicant details.

Here, you can also receive Customer Care support by speaking with us through our Live Chat service, searching for answers in our knowledge base, or submit a question using the fillable form. WORC is here to provide support throughout every step of the journey.



Login to JobsCayman

Username

Don't have a username [Click Here](#)

Password

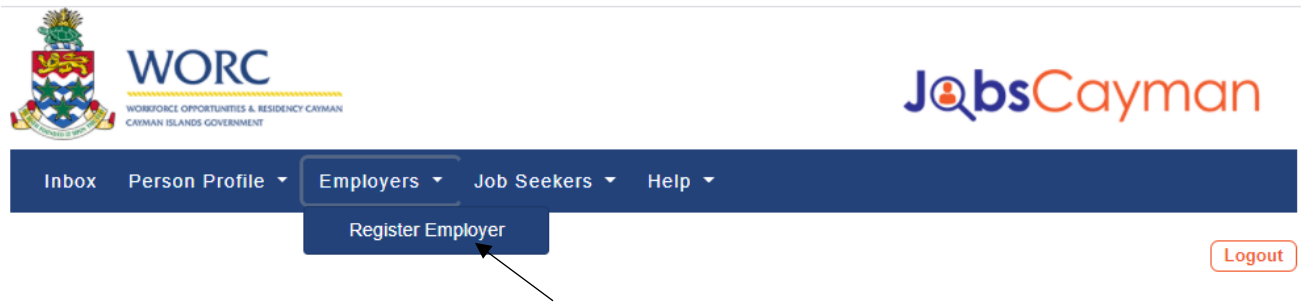
Forgot my password [Click Here](#)

Login

2. Click on the 'Employers' Tab.

To Register an Employer

3. Click on 'Register Employer' button.





To Register an Employer

4. Fill out the Employer Information.

Enter Employer Registration Detail

This section is for employers to provide general contact and employer information including Trade & Business License, nature of business and who will be the contact person to use JobsCayman.

Employer Information		Contact Information	
Employer Name <input type="text" value="Enter Employer Name"/> Required Field	Nature of Business <input type="text" value="Enter Nature of Business"/> Required Field	Industry <input type="text"/> Please select	Wages FAQs
License or Registration Number <input type="text" value="License or Registration"/>	Approved Gratuity Scheme <input type="radio"/> Yes <input type="radio"/> No Required Field		
Building Number <input type="text" value="Enter Building Number"/> Required Field	Suite Number <input type="text" value="Enter Suite Number"/>	Street Name <input type="text" value="Enter Street Name"/> Required Field	District <input type="text" value="Please select"/>
General Delivery <input type="radio"/> Yes <input type="radio"/> No Required Field	Post Office <input type="text" value="Please select"/>	Postal Code <input type="text" value="Enter Postal Code"/> Required Field	
Please upload one of the following depending on your registration entity: <ul style="list-style-type: none">• Trade & Business License• Annual Returns- if the company is limited• Owner Identification• Authorization Letter			
Proof of Right to Operate <input type="button" value="Choose File"/> No file chosen			



To Register an Employer

5. Upload the necessary documents (i.e. a Valid Trade & Business License, Valid ID, an Authorization Letter, and Annual Returns).

Please upload one of the following depending on your registration entity:

- Trade & Business License
- Annual Returns- if the company is limited
- Owner Identification
- Authorization Letter

Proof of Right to Operate

No file chosen

6. Fill out the 'Contact Information' Tab.

Enter Employer Registration Detail

This section is for employers to provide general contact and employer information including Trade & Business License, nature of business and who will be the contact person to use JobsCayman.

Employer Information		Contact Information	
Contact Person <input type="text" value="Enter Contact Person"/> <small>Required Field</small>	Contact Number <input type="text" value="Enter Contact Number"/> <small>Required Field</small>	Email <input type="text" value="Enter Employer's Email"/> <small>Required Field</small>	Alt Contact Number <input type="text" value="Enter Alt Contact Number"/>
Alt Email <input type="text" value="Enter Alt Employer Email"/>	Fax Number <input type="text" value="Enter Fax Number"/>		
Would you like receive SMS notifications? <input type="radio"/> Yes <input type="radio"/> No			
<input type="button" value="Send"/>			



To Register an Employer

7. When finished, hit 'Send'.

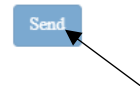
Enter Employer Registration Detail

This section is for employers to provide general contact and employer information including Trade & Business License, nature of business and who will be the contact person to use JobsCayman.

Employer Information	Contact Information		
Contact Person <input type="text" value="Enter Contact Person"/> <small>Required Field</small>	Contact Number <input type="text" value="Enter Contact Number"/> <small>Required Field</small>	Email <input type="text" value="Enter Employer's Email"/> <small>Required Field</small>	Alt Contact Number <input type="text" value="Enter Alt Contact Number"/>
Alt Email <input type="text" value="Enter Alt Employer Email"/>	Fax Number <input type="text" value="Enter Fax Number"/>		

Would you like receive SMS notifications?

Yes
 No



**Please note that it takes 1 to 3 business days to review.*