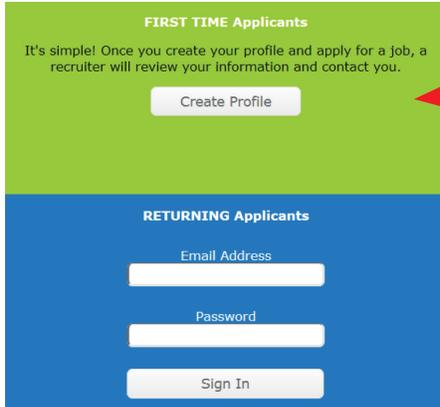


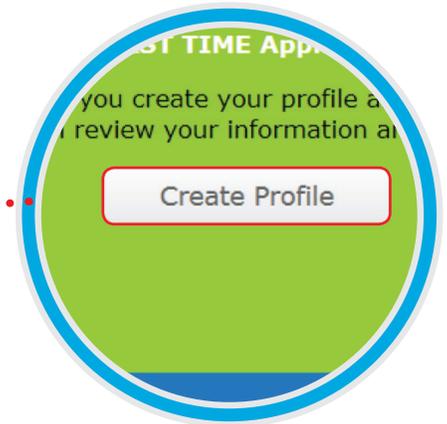
# Summer Student Registration and Job Application Guide

1. CLICK 'CREATE PROFILE'



**FIRST TIME Applicants**  
It's simple! Once you create your profile and apply for a job, a recruiter will review your information and contact you.

**RETURNING Applicants**  
Email Address  
  
Password



2. CLICK CONTINUE AND TYPE IN AN EMAIL AND PASSWORD FOR YOUR ACCOUNT:

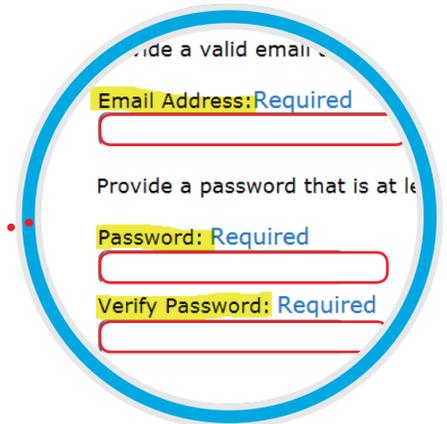
Complete the following fields of information to create an account on this site.  
Provide a valid email address that will be used to login to the site.

Email Address: Required

Provide a password that is at least 3 characters.

Password: Required

Verify Password: Required



3. FILL IN THE REQUIRED INFORMATION:

Please enter your full legal name. First and last name are required. Your name is used to verify your employment eligibility.

First Name: Required Middle Name: Last Name: Required

If you commonly use a name prefix or suffix, please provide it here.

Name Prefix: Name Suffix:

If you have a nickname, or a name you use that is not your legal first name, then provide it in the Preferred Name field.

Preferred Name:



# Summer Student Registration and Job Application Guide

4. RE-ENTER EMAIL ADDRESS USED PREVIOUSLY (IN STEP 2), MAKE SURE THE **COUNTRY CODE IS SET TO CAYMAN ISLANDS**, AND ENTER A **VALID PHONE NUMBER** TO CONTACT YOU ON.

Please provide the email address where you want to be contacted. Changing this value will change your login.

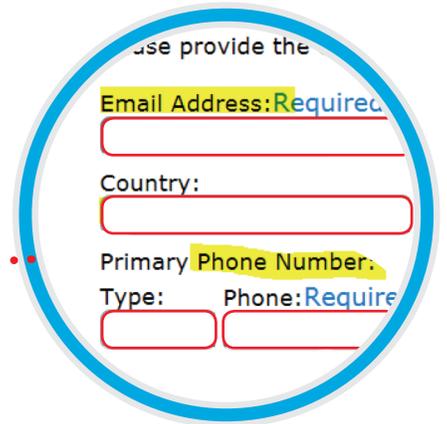
Email Address: Required

The primary phone number information below is required. A secondary phone number is optional.

Country:

Primary Phone Number:  
 Type: Phone: Required

Secondary Phone Number:  
 Type: Phone:



5. ENTER IN YOUR ADDRESS IN THE SPACE PROVIDED. FOR "STREET ADDRESS" PUT IN **HOUSE NUMBER, STREET** AND **PO BOX**. **COUNTY** IS A REQUIRED FIELD SO YOU MUST ENTER YOUR **PO BOX DISTRICT EG. GT**, FOR STATE PROVINCE **SELECT GRAND CAYMAN**.

Provide your complete home address in the fields below. This information is required.

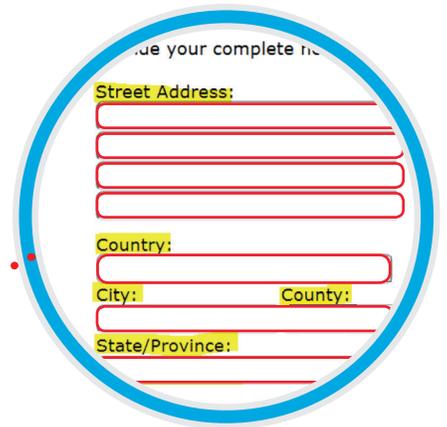
Street Address:

Country:

City:  County:

State/Province:

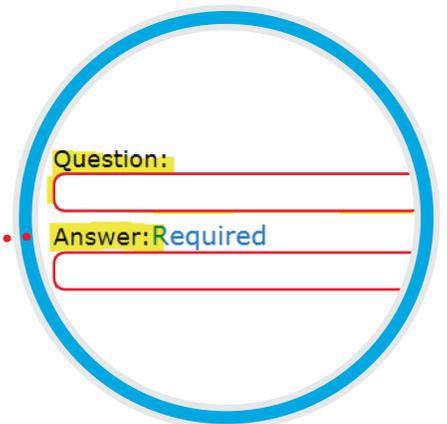
Zip/Postal Code:



6. NEXT, **SELECT A SECURITY QUESTION** AND PROVIDE YOUR **ANSWER IN THE TEXT BOX BELOW**.

Question:

Answer: Required



# Summer Student Registration and Job Application Guide

7. NEXT, COMPLETE THE **QUALIFYING QUESTIONS**. IN THE GENERAL SECTION, SELECT **"NOT CURRENTLY EMPLOYED"** AND INTERESTED IN **"SUMMER WORK EXPERIENCE"**

**General**

Please select closest value.

If currently employed, what is your required notice period?

- 2 weeks or less
- 1 month
- 2 months
- 3 months
- Not currently employed

Are you interested in a permanent full time role, contract opportunity or summer work experience?

- Permanent
- Contract
- Summer Work Experience

Not currently employed  
 Contract opportunity or summer work e.  
 Permanent  
 Contract  
 Summer Work Experience

8. NEXT, IT WILL PROMPT YOU TO COPY AND PASTE YOUR RESUME, HOWEVER YOU CAN SKIP THIS STEP FOR NOW. CLICK CONTINUE.

You can copy and paste your resume text here (do not include HTML tags) or upload a resume on the next page. Pasting a resume here will enable the recruiter to search on keywords that match the qualifying criteria of available job openings.

Resume Text:

You can copy and paste your resume text here (do not include HTML tags) or upload a resume on the next page. Pasting a resume here will enable the recruiter to search on keywords that match the qualifying criteria of available job openings.

Resume Text:

9. NEXT, IT WILL ASK YOU TO UPLOAD SOME MORE DOCUMENTS; PLEASE UPLOAD YOUR RELEVANT PROOF OF CAYMANIAN STATUS DOCUMENTS BY CLICKING ON ADD NEXT TO **PROOF OF IMMIGRATION STATUS**. YOU CAN ALSO UPLOAD YOUR MOST RECENT RESUME IF IT IS AVAILABLE.

<b>Resume</b>	Add
<b>Cover Letter</b>	Add
<b>Resume2</b>	Add
<b>Reference Letters</b>	Add
<b>ATREI form</b>	Add
<b>Proof of Immigration Status</b>	Add
<b>Driver's License</b>	Add

**Resume**  
**Cover Letter**  
**Resume2**  
**Reference Letters**  
**ATREI form**  
**Proof of Immigration Status**  
**Driver's License**

# Summer Student Registration and Job Application Guide

10. YOU HAVE NOW COMPLETED THE CREATION OF YOUR PROFILE, BY **CLICKING THE "I AGREE" BOX AND SELECTING CONTINUE.**

Congratulations! You have completed your profile. You **MUST** check the box below before you can click the **Continue** button which will then direct you to the **"Jobs"** page.

**After checking the box, you must APPLY for the job that you are interested in from the "Jobs page, in order to be considered.**

I certify that I am the person completing this application and the information provided is accurate to the best of my knowledge.

Congratulations! You have completed your profile. You MUST check the box below before you can click the **Continue** button

**After checking the box, you must APPLY for the job that you are interested in from the "Jobs page, in order to be considered.**

I certify that I am the person completing this application and the information provided is accurate to the best of my knowledge.

I agree

11. ONCE YOU HAVE REGISTERED SUCCESSFULLY, YOU WILL LAND ON **MY PROFILE PAGE** AND OTHER OPTIONS WILL BE AVAILABLE TO YOU TO UPDATE.

12. UPDATE YOUR EDUCATION BY **CLICKING ON ADD NEW ENTRY**

<b>Home Address</b>	PO Grand Cayman, GC KY11101
<b>Identification Information</b>	I have self-identifying information I have entered for this appl
<b>Resume</b>	I uploaded a text version of my resume on 2/27/2017
<b>Personal Documents</b>	<b>I have not uploaded any personal documents</b>
<b>Career Objectives</b>	<b>I have not entered any objectives</b>
<b>Qualifying Questions</b>	I have answered qualifying questions
<b>Education</b>	Alameda University, Bachelor Degree, Building Management LaGuardia Community College, Certificate, Building Studies Abertay University, Certificate, Building Management Albert College, High School or Equivalent Kumaraguru College India, Post Graduate Diploma Kingston High School, High School / High School Attendee <b>Add new entry</b>

**I have not uploaded any personal documents**

**I have not entered any objectives**

I have answered qualifying questions

Alameda University, Bachelor Degree, Building Management  
LaGuardia Community College, Certificate, Building Studies  
Abertay University, Certificate, Building Management  
Albert College, High School or Equivalent  
Kumaraguru College India, Post Graduate Diploma  
Kingston High School, High School / High School Attendee

**Add new entry**

13. SEARCH FOR YOUR SCHOOL AND **DOUBLE CLICK ON IT > ENTER HIGHLIGHTED INFO BY USING THE SEARCH ICON AND CLICK OK.**

Click the **Select** icons to choose from pre-defined lists of educational information. If you don't see what you are looking for, **Enter** your information in the accompanying text fields. If you are still attending classes, provide your expected graduation date in the **Completion Date** field.

**School Name:** Langara College **Location:**

**Degree/Certificate:** **Status:**

**Major:** **Completion Date (Month/Year):**

**GPA:**

**Comments:**

OK Cancel

Click the **Select** icons to choose from pre-defined lists of educational information. If you don't see what you are looking for, **Enter** your information in the accompanying text fields. If you are still attending classes, provide your expected graduation date in the **Completion Date** field.

**School Name:** Langara College

**Degree/Certificate:**

**Major:**

1. Log onto [dart.ky/careers](http://dart.ky/careers). Select job
2. Click on the position you would like to apply for:

Search  Show Jobs Applied For  Sort By:  ▾

### Senior Murex Support Specialist

**Company:** Dart Management Services Ltd. **Requisition ID:** SMSS0218DMSL **Closing Date:** 03/03/2018

Dart Management provides investment services to related entities. The Senior Murex Support Specialist provides ongoing Murex application support and technical assistance including resolution of problems and queries while ensuring proper documentation, escalation and follow up of all issues; planning and implementing application upgrades and assisting with Murex business continuity efforts.

3. Read through the Advert details and click on Continue:

### Senior Murex Support Specialist - Job Information (Job Application)

To view additional information about this job click the **Continue** button.

Job Status: Open      Posting Date: 02/16/2018  
Company: Dart Management Services Ltd.      Organization: DMSL Middle Office  
Job Type: Full-Time

Summary:  
Dart Management provides investment services to related entities. The Senior Murex Support Specialist provides ongoing Murex application support and technical assistance including resolution of problems and queries while ensuring proper documentation, escalation and follow up of all issues; planning and implementing application upgrades and assisting with Murex business continuity efforts.

4. Complete all of the qualifying questions and click continue:

### Senior Murex Support Specialist - Qualifying Questions

You must answer all qualifying questions to be considered for this job.

Information Technology - Job Specific

Do you have a minimum of 5 years' experience working in an application support role and at least 4 years' experience with Murex Mx.3 in a support role? (Required)

- Yes  
 No

Do you have a solid understanding of relational database concepts, SQL queries, XML, Bloomberg technologies, Sybase and UNIX? (Required)

- Yes  
 No

Do you have a strong understanding of financial markets, products and business functions of an investment management company (front and back office)? (Required)

- Yes  
 No

Do you have experience developing, maintaining and updating Datamart and Simulation reports and views? (Required)

- Yes  
 No

5. Complete the source information and click continue:

Senior Murex Support Specialist - Source Information

How did you hear about this job? If you were referred, provide the name of the source.

Where did you hear about this job?:  
  
Source Name (if applicable):

Continue  
Previous  
Exit

6. Complete the comments section if applicable and click continue:

Senior Murex Support Specialist - Comments

Comments entered here should relate to the specific job you are applying for.

Comments:

Continue  
Previous  
Exit

7. Select "I wish to apply for this job", the continue button will pop up, click it and you have now successfully applied for the role:

Senior Murex Support Specialist - Apply for Job

To apply for this position, please check the box below:

I wish to apply for this job

Previous  
Exit

Senior Murex Support Specialist - Apply for Job

To apply for this position, please check the box below:

I wish to apply for this job

Continue  
Previous  
Exit