

**APPLICATION FORM**

Job Applied for: \_\_\_\_\_

Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

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

Mobile Telephone: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Marital Status/Co-Habiting: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Residency Card: \_\_\_\_\_ How long resident in Jersey: \_\_\_\_\_

Education and Qualifications: \_\_\_\_\_

Please give details of your most recent/current position: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving last job: \_\_\_\_\_

Reference Contact: \_\_\_\_\_ Company: \_\_\_\_\_ Ph No: \_\_\_\_\_

Relevant skills and experience: \_\_\_\_\_

\_\_\_\_\_

Qualifications or relevant certificates and when gained (eg Food Hygiene, COSHH, H&S at work)

\_\_\_\_\_

Additional Languages spoken: \_\_\_\_\_

Do you hold a driving licence? Yes/ No Do you have your own transport Yes/No

Have you any endorsements on your licence? Yes / No (If yes, please detail)

\_\_\_\_\_

Have you ever been convicted of any crime (which under the terms of the Rehabilitation of Offenders laws of Jersey are not considered "spent")? Yes/No

Do you have any holidays already booked over the next 12 months, or reasons of absence?

\_\_\_\_\_

\_\_\_\_\_

Do you have any health problems? \_\_\_\_\_

How many days sickness absence have you had over the last 2 years? \_\_\_\_\_

Any back problems? \_\_\_\_\_

Do you smoke?      Yes/No

Disability (Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”) Do you consider yourself to have a disability? Yes/No. If yes please give details of what adjustments you require to the workplace environment to successfully overcome your conditions.

\_\_\_\_\_

Are you registered disabled? Y / N.

Have you made a previous application to the Company? Y/N

If yes, when did you apply and what was the outcome? \_\_\_\_\_

\_\_\_\_\_

Please state briefly why you have applied for this post, indicating past achievements, experience and personal qualities relevant to your application and what contribution you would expect to make to the post.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References**

If you do not have two employer referees please give details of referees known to you for longer than two years , who would furnish us with a character reference e.g. School, Study Connection (they should not be a relation)

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

I consent to the Company processing by means of a computer database or otherwise, any information that I provide them, for the purpose of employment by the firm.

I hereby certify that:

\_\_\_\_\_

- all the information given by me on this form is correct and to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the contract of employment and the job description.

Signature\_\_\_\_\_

Date\_\_\_\_\_

All offers of employment are made subject to the receipt of references, which are deemed to be acceptable by the Company. All information provided is treated in compliance with the Data Protection laws in Jersey for the purpose of Recruitment and Selection and is held in the strictest confidence. The information requested from you is collected by the Company for the purposes of recruitment and employment. None of your personal details will be disclosed to any third party without your prior consent.