**STRICTLY CONFIDENTIAL**

**APPLICATION FOR EMPLOYMENT
Please complete all sections and sign and date the
form.
Please do not submit CV's. Application form only.**

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| **Position applied for:** |

**1. PERSONAL DETAILS**

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| --- | --- | --- | --- |
| **Surname:** |  | **First Name(s):****Preferred Name:** |  |
| **Contact Address:** |  |
| **Telephone Number:** |  | Mobile number: |  |
| **Email Address:**  |  |
| **Preferred method of contact:** |  |
| **Residential Status:****(please circle)** | Entitled / Entitled to Work / Registered  |
| **Do you hold a current driver’s licence?** |  |

**2. EDUCATIONAL / PROFESSIONAL QUALIFICATION**

**SECONDARY EDUCATION**

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| --- | --- | --- | --- |
| **Qualification** | **Grade** | **Qualification** | **Grade** |
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**FURTHER EDUCATION & PROFESSIONAL QUALIFICATIONS**

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| --- | --- | --- | --- |
| **Qualification Level**(GNVQ / NVQ /Diploma / Degree or equivalent) | **Dates** (to / from) | **Course Title** | **Grade**  |
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**MEMBERSHIP OF PROFESSIONAL BODIES**

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**3a. COMPETENCIES**

**Please give a brief account of any training, experience or skills you have relevant to the post. Specifically relate this to the competencies in the job description.** (Continue on a separate sheet if necessary):

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**3b. ADDITIONAL INFORMATION**

**Please detail any additional information which would support your application.** (Continue on a separate sheet if necessary):

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**4. EMPLOYMENT HISTORY**

Starting with your present post, list in reverse order every employment you have had. Please describe your last three jobs in detail so that we can compare your experience with the requirements of the job for which you are applying.

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| **a) Current / most recent employer** |
| **From:**(Month / year) | **To:**(Month / year) | **Position held:** |
| **Number of employees supervised by you:** |  |
| **Notice Period:** |  |
| **Name & address of employer:** |  |
| **Nature of Business:** |  |
| **Reason for leaving / wishing to leave:** |  |
| **Description of your duties:**(continue on a separate sheet if necessary) |  |
| **b) Previous employment** |
| **From:**(Month / year) | **To:**(Month / year) | **Position held:** |
| **Number of employees supervised by you:** |  |
| **Notice Period:** |  |
| **Name & address of employer:** |  |
| **Nature of Business:** |  |
| **Reason for leaving / wishing to leave:** |  |
| **Description of your duties:**(continue on a separate sheet if necessary) |  |

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| **c) Previous employment** |
| **From:**(Month / year) | **To:**(Month / year) | **Position held:** |
| **Number of employees supervised by you:** |  |
| **Notice Period:** |  |
| **Name & address of employer:** |  |
| **Nature of Business:** |  |
| **Reason for leaving / wishing to leave:** |  |
| **Description of your duties:**(continue on a separate sheet if necessary) |  |

**d) Please details your previous employments covering the last 10 years, or more:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date from:** | **Date to:** | **Name & address of employer:** | **Job Title** |
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**Please explain any gaps in your employment history, providing dates and reasons below:**

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**5(a): REFERENCES & DBS CHECKS**

In line with Safer Recruitment practices, a DBS check will be undertaken prior to appointment.

Jersey Employment Trust reserves the right to approach your previous employers without your permission for a reference before offering employment. However, we will not approach your present employer prior to interview without your agreement. Referees should not be related to you.

|  |  |
| --- | --- |
| **Referee 1** (Current / most recent employer) | **Referee 2** (previous employer) |
| **NAME:** | **NAME:** |
| **TELEPHONE:** | **TELEPHONE:** |
| **EMAIL:** | **EMAIL:** |

**6: SPECIAL REQUIREMENTS**

**Please advise any special requirements if selected for interview.** (e.g. disability access/accessible question format etc.)

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**DECLARATION**

I hereby declare that the details shown are correct and complete to the best of my knowledge. I understand that any false statements or the withholding of any relevant information may provide grounds for rejection of my application, or termination of my contract of employment. I understand that the Jersey Employment Trust — Workforce Solutions Ltd will process this application subject to the Data Protection (Jersey) Law 2018. The applicant privacy statement can be found at - <https://www.jet.co.je/job-vacancies-at-jet.aspx>

**Applicant's Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return your completed form to:**

JERSEY EMPLOYMENT TRUST
THE OAKFIELD BUILDING
LA RUE DU FROID VENT
ST SAVIOUR
JE2 7LJ

recruitment@jet.co.je