

**APPLICATION FOR EMPLOYMENT**

**Please print clearly in black ink. Complete all sections. Sign and date the form.**

**Please do not submit CV's. Application form only.**

Position applied for:

**1 PERSONAL DETAILS**

Surname:	Forename(s):
	Preferred name:
Contact Address:	
Post Code:	
Tel. No. (Home):	Tel.
No. (Work):	
Tel. Mobile:	
Email address:	
Are you deemed as being 'entitled' or 'entitled to work' under the Control of Housing and Work (Jersey) 2012? Yes / No	

**2(a) EDUCATIONAL/PROFESSIONAL QUALIFICATIONS**

**Secondary Education**

Qualification	Grade	Qualification	Grade

**Further Education**

Course, e.g.: GNVQ / NVQ/ Special Training/ Languages Diploma/Degree or equivalent	Dates From/ To	Title	Course	Standard Attained

**2(b) MEMBERSHIP OF PROFESSIONAL BODIES**


**3 (a) COMPETENCIES**

Please give a brief account of any particular 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.)

**3(b) ADDITIONAL INFORMATION**

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

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**4 DRIVING LICENCE**

Do you hold a current driving licence? **YES / NO**

**5 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.

<b>(a) Present or most recent employment</b>		
From Month/Year	To Month/Year	Title of Post:
<b>Name and address of employer:</b>		
		Number of employees supervised by you:
Nature of business:		Period of notice:
Precise reasons for leaving or wishing to leave:		
Description of your duties:		

<b>(b) Previous employment</b>		
From Month/Year	To Month/Year	Title of Post:
<b>Name and address of employer:</b>		
		Number of employees supervised by you:
Nature of business:		
Precise reasons for leaving:		

Description of your duties:

<b>(c) Previous employment</b>		
From Month/Year	To Month/Year	Title of Post:
<b>Name and address of employer:</b>		
		Number of employees supervised by you:
Nature of business:		
Precise reasons for leaving:		
Description of your duties:		

<b>(d) Previous employment</b> (If there is not sufficient space on the form, please continue on a separate sheet.)		
Dates From To	Name and address of employer	Title of Post

## 6 (a) REFERENCES

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.

**\* I do / do not wish my present employer to be contacted before interview. \***  
Delete as appropriate

**(b) An enhanced DBS check is required for this post at the offer of employment stage**

<b>Reference 1 Present Employer</b>	<b>Reference 2 Previous Employer</b>
Name	Name
Address	Address
Post Code	Post Code
Tel. No:	Tel. No:
Email address:	Email address:

## 7 SPECIAL REQUIREMENTS

Any special requirements if selected for interview? (e.g. disabled access)

## 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 2005.

Applicant's signature: .....

Date:

**Please return your form to:**  
JERSEY EMPLOYMENT TRUST  
THE OAKFIELD BUILDING  
LA RUE DU FROID VENT  
ST SAVIOUR  
JE2 7LJ  
admin@jet.co.je

