**STRICTLY CONFIDENTIAL**

**APPLICATION FOR EMPLOYMENT   
Please print clearly in black ink. Complete all sections. Sign and date the   
form.   
Please do not submit CVs. 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:** |  | | |
| **Residential Status:** | Entitled | Entitled to Work | Registered |
| **Do you hold a current driver’s licence:** | | YES / NO | |

**2. QUALIFICATIONS**

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

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| --- | --- | --- | --- |
| **b) Previous employment(s)** | | | |
| **Date from:** | **Date to:** | **Name & address of employer:** | **Job Title** |
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**6. DBS CHECKS AND OUR POLICY ON CONVICTIONS**

Jersey Employment Trust/ Acorn is committed to safeguarding and promoting the welfare of Children and Adults at Risk and requires all staff and volunteers to share this commitment. A condition of employment, in line with Safer Recruitment practises, is that all roles will require you to undertake a criminal reference check, before an offer of employment is confirmed.

For regulated activity roles that relate to working with children and/or adults at risk, the individual will be subject to enhanced DBS vetting. An enhanced DBS check will show all convictions.

Having a criminal record may not be a barrier to working at Acorn/JET and we are committed to treating all applicants fairly when considering someone’s suitability for employment. We will consider each offence individually, looking at issues like risk to our clients and/or staff, how long ago the offence(s) took place, the circumstances, and whether the offence is relevant to the role.

The Rehabilitation of Offenders (Jersey) Law 2001 governs the declaration of criminal convictions and the provisions under this Law do not apply to regulated activity roles, as set out under Article 17 and 18 of the Rehabilitation of Offenders (Exceptions) (Jersey) Regulations 2002.

**Please answer the questions below:**

|  |  |
| --- | --- |
| Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders (Jersey) Law 2001?  For further information see: [www.citizensadvice.je/past-convictions-rehabilitation-periods](https://www.citizensadvice.je/past-convictions-rehabilitation-periods/)  If you are applying for a regulated activity role or any role requiring an enhanced DBS check, 'spent' convictions need to be taken into account. Do you have any spent convictions? | YES YES / NO  YES/ NO |

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| If YES, please provide details of the conviction(s), including the date(s) and nature of the offence(s). |

If you are concerned about this and would like to discuss your individual circumstances further, please contact the HR team on 01534 788900 or via [recruitment@jet.co.je](mailto:recruitment@jet.co.je)

**6. REFERENCES**

Acorn Enterprises Ltd 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

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

**7: SPECIAL REQUIREMENTS**

**Please advise any special requirements if selected for interview.** (e.g. disability access)

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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 (Employ Jersey / Acorn Enterprises 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>

I hereby consent to Jersey Employment Trust contacting the above-named referees and understand that any information provided by a referee will be treated in the strictest confidence.

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

**Please return your form to:**  Jersey Employment Trust, The Oakfield Building, La Rue Du Froid Vent, St Saviour, JE2 7LJ or via email to [recruitment@jet.co.je](mailto:recruitment@jet.co.je)