

STRICTLY CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

A CV and covering letter/email
should be attached but should not be used as a substitute.

POSITION APPLIED FOR:

PERSONAL DETAILS (Please complete in BLOCK LETTERS)	
Name:	Previous Name(s):
Address:	
	Post code:
Tel No. (Home):	Mobile number:
Email:	Do you hold a current full driving licence? YES/NO
Please give details of any endorsements you have (only for candidates applying for Driving positions):	
Do you hold an advanced driving certificate? YES/NO	What is your residential status? ENTITLED/ENTITLED TO WORK/REGISTERED/LICENSED

EDUCATION (e.g. secondary school)					
GCSE/GCE/ or equivalent (subject)	Grade	Year taken	'A' Level or equivalent (subject)	Grade	Year taken

FURTHER EDUCATION AND TRAINING			
Course/Qualification title and level if appropriate e.g. GNVQ , NVQ , Diploma, Degree or equivalent	Dates From/To	Training Provider e.g. name of college or university	Standard attained

EMPLOYMENT HISTORY: Starting with your present post, list in reverse order every employment you have held. 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.		
Present / most recent employment		
From:	To:	Job title:
Name and address of employer:		

Description of your duties and responsibilities:	

Precise reasons for leaving or wishing to leave:	
	Notice period:

Previous employment		
----------------------------	--	--

From:	To:	Job title:
-------	-----	------------

Name and address of employer:		

Description of your duties and responsibilities:	

Precise reasons for leaving:	
------------------------------	--

Previous employment		
----------------------------	--	--

From:	To:	Job title:
-------	-----	------------

Name and address of employer:		

Description of your duties and responsibilities:	

Precise reasons for leaving:	
------------------------------	--

Previous employment (continue on a separate sheet if necessary)		
--	--	--

Dates		Name and address of employer	Title of Post
From	To		

ADDITIONAL INFORMATION: Please make full use of this section. This is to support your application. It is important, as we need as much information about you as possible to determine your suitability for the role.

The reasons why you are applying for this post:

Please outline any qualifications or skills you have that you believe will support you in this role:

Please describe any relevant experience you have gained either at work or in a voluntary capacity:

REFERENCES: Please provide the details of your present and previous employer. If you have not had an employer for at least two years, please give character referees indicating how each person is known to you. College leavers should give the names of lecturers/tutors. We will not contact your referees until you have confirmed your acceptance of any role offered.

Reference 1 – Present/Most recent Employer		Reference 2 – Previous Employer/Character Reference	
Name		Name	
Address		Address	
Tel. No:	Email required:	Tel. No:	Email required:

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.

Applicant's signature: _____

Date: _____

The information provided on this application form will be processed in accordance with Data Protection (Jersey) Law 2005 and Data Protection (Jersey) Law 2018 which protect your privacy and access rights.

Applications should be returned to Human Resources, either by post or email:

Catherine Bailey - Human Resources Manager
Centrepont
Le Hurel
La Pouquelaye
St Helier
JE2 3FU
Email: hr.admin@centrepont.je

PLEASE NOTE THAT IN ACCORDANCE WITH CEYS REGISTRATION REQUIREMENTS, COMMENCEMENT OF EMPLOYMENT IS SUBJECT TO A SATISFACTORY ENHANCED DBS CHECK, HEALTH DECLARATION AND REFERENCES.