



National Trust Jersey

Patron: HRH The Prince of Wales

APPLICATION FOR EMPLOYMENT

A CV may be attached but should not be used as a substitute.
The processing of this information will comply with Jersey's Data Protection Law 2005, which protects your privacy and access rights.

PERSONAL DETAILS (Please complete in BLOCK LETTERS.)

Surname:	Previous Surname:
Forename(s):	Preferred name:
Date of Birth:	Title for reply e.g. Mr/Mrs/Miss/Ms/etc.
Contact Address:	
	Post Code:
Tel. No. (Home):	Tel. No. (Work):
Tel. No. (Mobile):	Email Address:
Are you Entitled to Work under the Control of Housing and Work (Jersey) Law 2012? YES/NO	
If so on what basis?.....	
Immediately prior to this application how long have you been continuously resident in the Island?.....	

EDUCATIONAL/PROFESSIONAL QUALIFICATIONS

Secondary Education

GCSE/GCE/ or equivalent	Grade	Year taken	'A' Level or equivalent	Grade	Year taken

Further Education

Course, e.g. GNVQ / NVQ / Diploma / Degree or equivalent	Dates From/To	Course title and Institute	Standard attained

Professional Registration No. (if relevant):	Date registered:
Awarding Body:	Expiry date:

Professional/Technical/Special Training/Languages

Qualification/Course	Training Organisation	Dates From/To

MEMBERSHIP OF PROFESSIONAL BODIES NOT ALREADY LISTED ABOVE

TRAINING AND DEVELOPMENT

Please give a concise account of any training and development relevant to your application.

ADDITIONAL INFORMATION

Please give a brief account of any particular experience/knowledge/skills or competencies you have which you consider would be especially useful in the post for which you are applying (continue on a separate sheet if necessary.)

UNSPENT CRIMINAL CONVICTIONS

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the post and the circumstances and background of your offences. If you have no convictions please write NONE.

DRIVING LICENCE

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

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:
Current Salary:	Details of pension and other benefits:	
Name and address of employer:		
Number of employees supervised by you:		Part time / Full time – number of hours worked per week:
Description of your duties and responsibilities:		
Precise reasons for leaving or wishing to leave:		
		Notice period:

Previous employment		
From:	To:	Job Title:
Salary:	Details of pension and other benefits:	
Name and address of employer:		
Number of employees supervised by you:		Part time / Full time – number of hours worked per week:
Description of your duties and responsibilities:		
Precise reasons for leaving or wishing to leave:		

Previous employment		
From:	To:	Job Title:
Salary:	Details of pension and other benefits:	
Name and address of employer:		
Number of employees supervised by you:		Part time / Full time – number of hours worked per week:
Description of your duties and responsibilities:		
Precise reasons for leaving or wishing to leave:		

Previous employment (continue on a separate sheet if necessary)			
Dates		Name and address of employer	Title of Post
From	To		

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REFERENCES

We may contact any of your previous employers for a reference before offering employment. 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

I agree that you may contact any of my previous employers for a reference before offering employment. YES/NO

Reference 1 – Present Employer		Reference 2 – Previous Employer	
Name		Name	
Address		Address	
Tel. No:	Fax. No:	Tel. No:	Fax. No:
Email address:		Email address:	

AVAILABILITY

Dates you will not be available for an interview:
Any special requirements at interview? (e.g. disabled access)

DECLARATION

I hereby declare that the details shown are correct and complete to the best of my belief. I understand that enquiries may be made to verify these details. I also understand that any false statements or the withholding of any relevant information may provide grounds for rejection of my application or termination of my employment contract.

I acknowledge that the information I have given will be treated in strict confidence.

Applicant's signature.....

Date.....

If you are returning this form electronically, please mark this box to agree to the declaration statement above