

RECRUITMENT SUPPORT INFORMATION

PERMANENT EMPLOYEE “LICENCED” CATEGORY CONTRACT

Interview Expenses: All reasonable / listed expenses incurred in attending the interview will be met. Where it is possible, public transport should be used. Receipts for all expenses should be provided.

Accommodation Visit: The successful candidate will be offered a visit to the Island, with a spouse/partner to address housing needs, which will include transport to and from the Island and two nights hotel expenses for bed and breakfast.

Relocation to Jersey: The successful candidate will be required to relocate to Jersey and to make their permanent home in Jersey.

Removals to Jersey: Removal expenses for all household effects and furnishings, including personal transport for postholder and family, can be claimed, providing three written quotations for the main removal have been submitted which must include a local Jersey company. Included in the estimates should also be an indication of the total cost of insurance of furniture in transit, excluding V.A.T.

Relocation expenses: Relocation expenses incurred by those recruited from outside of the Island to “essential” posts will be reimbursed in accordance with the attached schedule providing in all cases that:

- The reason for moving is to take up an appointment with the Government of Jersey.
- The removal takes place within 12 months of taking up the appointment.
- The employee signs a formal agreement to undertake to repay any monies paid in respect of a relocation allowance if the employee resigns or is dismissed (other than by way of compulsory redundancy) from his/her employment with the Government of Jersey prior to the end of any fixed term contract or within 5 years of commencing permanent employment.
- Receipts, as proof of expenditure are provided to the employing department.