

APPLICATION FOR EMPLOYMENT

A CV may be attached but should not be used as a substitute.

The information provided on this application form will be processed in accordance with Jersey's Data Protection Legislation which protects your privacy and access rights.

Position applied for: _____

1. PERSONAL DETAILS (Please complete in BLOCK LETTERS.)

Surname:	Forename(s): Preferred name:
Preferred title for reply e.g.: Mr/Mrs/Miss/Ms/etc.	
Contact Address:	
	Post Code:
Tel. No. (Home):	Tel. No. (Work):
Tel. Mobile:	Email address:
Nationality:	Date of Birth:
Do you possess "locally qualified status" under the Regulation of Undertakings and Development Law? Yes/No	
	Social Security Number <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
If so, on what basis.....	
Immediately prior to this application how long have you been continuously resident in the Island?	

2.(a) 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	Standard Attained

Professional/Technical/Special Training/Languages

Please provide details. (Continue on a separate sheet if necessary)

Do not send examination certificates with this application. You may, however, be asked to produce them later.

Qualifications/Course	Training Organisation	Dates: From / To

2.(b) MEMBERSHIP OF PROFESSIONAL BODIES NOT ALREADY LISTED IN 2(a) ABOVE

3.(a) TRAINING AND DEVELOPMENT

Please give a concise account of any training and development relevant to your application. (This may be in a role outside of employment, e.g. voluntary work.)

3.(b) 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.)

4. DRIVING LICENCE

Do you hold a current driving licence? YES / NO

5. EMPLOYMENT HISTORY

Starting with your present post, 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.

(a) Present or most recent employment			
From Month/Year	To Month/Year	Current Salary/Wages	Other Benefits:
			Title of Post:
Name and address of employer:			
			Number and kind of employees supervised by you:
Nature of business:		Period of notice:	
Precise reasons for leaving or wishing to leave:			
Description of your duties:			
Do you belong to a contributory/non-contributory pension scheme			

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

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

(d) Previous employment			
From Month/Year	To Month/Year	Final salary	Title of Post:
Name and address of employer:			
			Number and kind of employees supervised by you:
Nature of business:			
Precise reasons for leaving:			
Description of your duties:			

(e) Previous employment			
From Month/Year	To Month/Year	Final salary	Title of Post:
Name and address of employer:			
			Number and kind of employees supervised by you:
Nature of business:			
Precise reasons for leaving:			
Description of your duties:			

PLEASE COMPLETE PREVIOUS EMPLOYMENT ON A SEPARATE SHEET IF NECESSARY
6. How many working days have you missed through sickness in the last 12 Months? If you have none write "NONE"

7. (a) REFERENCES
 Beaulieu Convent School 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

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

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8. AVAILABILITY

Dates you will 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 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 Beaulieu Convent School will create and maintain computer records on me during my employment, and may retain those records after my employment has ceased, subject to the Data Protection (Jersey) Law 2005.

Applicant's signature:

Date:.....

**Please return your form to:
Head of Operations
Beaulieu Convent School, Wellington Road, St. Helier JE2 4RJ**



APPLICATION FOR EMPLOYMENT

Control of Housing and Work (Jersey) Law 2012

1. A person's residential and employment status shall be any of the following –
 - (a) Entitled;
 - (b) Licensed;
 - (c) Entitled for Work Only; or
 - (d) Registered,

2. Unless stated our vacancies require applicants to be qualified under (a), (b) or (c) or the spouses of (a), (b) or (c) or the children of (b) (or if students under 25 years)

If you are unsure whether you possess “registered/licensed/entitled” status under the Law, please contact the Population Office (Customer and Local Services), 01534 444444, customerservices@gov.je