

Supervisory Committee



APPLICATION FOR EMPLOYMENT

Please complete this form thoroughly as CVs will not be considered during the shortlisting process.

The processing of this information by the Supervisory Committee will comply with the Data Protection (Jersey) Law 2018, which protects your privacy and access rights.

The Supervisory Committee is fully committed to achieving fairness and equality in employment and seeks to achieve a workforce that reflects the diversity of the community it serves. Therefore, pages 1 & 2 of this application will not be provided to those undertaking the short-listing process, to ensure a fair and transparent recruitment and selection process.

Position being applied for:

1. PERSONAL DETAILS

Surname (Block letters)	Forenames
Title (Mr/Mrs/Miss/Ms/Other)	
Permanent Address	Do you possess Residential Status under Jersey Housing law? State which category:
	Entitled
Telephone No. Home/Mobile	Licenced
Email address:	Registered

Arrangements for Interview:

If you have a disability, are there any arrangements we can make for you if you are called for an interview? If yes, please specify (e.g. ground floor venue).

2. EDUCATION & FURTHER EDUCATION

Secondary and Further: Give full details in chronological order of the schools/colleges you have attended.

Name and place	Started		Finished		Examinations passed including details of subjects and standards attained.
	Mth	Yr	Mth	Yr	

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 accept that as I have applied for a position working with the honorary police, a full Police Disclosure and Barring Service check will be requested in the event of my being conditionally offered the position. I understand that this position is exempt from the provisions of Rehabilitation of Offenders (Jersey) Law, 2001, therefore, all convictions/sanctions must be disclosed, including any which are deemed 'spent' under the law. I acknowledge that the information I give will be treated in strict confidence. I also understand that the UK Rehabilitation of Offenders Act, 1974 is not applicable in Jersey.

I agree that the Supervisory Committee can contact any of my previous employers for a reference before offering employment.

I understand that all successful applicants are required to undergo a medical examination and that an offer of employment may be conditional upon the results of the medical report.

I accept that employment will be subjected to satisfactory police and fit person checks, and previous employer references and will be subjected to receipt of acceptable evidence of identity and of professional qualifications required for the post.

I understand that the Supervisory Committee 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 2018.

Signature _____ Date _____

When completed, this form should be returned to the Secretary, Supervisory Committee, East Wing RJA&HS, Route de la Trinité, Trinity, JE3 5JP (mark as 'Personal & Confidential').

3. FURTHER EDUCATION / TRAINING (In relation to the position applied for)

Give details of further studies including technical training and other specialised courses undertaken, with standards reached.

Name & place	Type of Institute	Started		Finished		Qualifications / standards reached.
		Mth	Yr	Mth	Yr	

4. LIST MEMBERSHIP of any organisations that are relevant to the job you are applying for.

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5. EMPLOYMENT HISTORY

Starting with your present post, list in reverse order for the last 10 years every employment you have had. Use a separate block for each employment. Use additional sheets of paper as required. Include service in the armed forces. Please give complete information in order to permit a comparison between your experience and the requirements of the post.

(a) Present or most recent employment				
From	To	Total annual earnings		Exact title of your post
Month/Year	Month/Year	Starting	Most recent	Title of supervisor
Name and address of employer			Number and kind of employees supervised by you	
Telephone No.			Nature of Business	
Description of your duties				
Reasons for wishing to leave.				

5. EMPLOYMENT HISTORY continued:

(b) Previous Employment				
From	To	Total annual earnings		Exact title of your post
Month/Year	Month/Year	Starting	Most recent	Title of supervisor
Name and address of employer			Number and kind of employees supervised by you	
Telephone No.			Nature of Business	
Description of your duties				
Reasons for wishing to leave.				
(c) Previous Employment				
From	To	Total annual earnings		Exact title of your post
Month/Year	Month/Year	Starting	Most recent	Title of supervisor
Name and address of employer			Number and kind of employees supervised by you	
Telephone No.			Nature of Business	
Description of your duties				
Reasons for wishing to leave				
(d) Previous Employment				
From	To	Total annual earnings		Exact title of your post
Month/Year	Month/Year	Starting	Most recent	Title of supervisor
Name and address of employer			Number and kind of employees supervised by you	
Telephone No.			Nature of Business	
Description of your duties				
Reasons for wishing to leave				

10. NOTICE

In the event of you being offered an appointment what period of notice will you have to give to your present employer?

11. CONVICTIONS

Please declare any convictions which are not spent under the Rehabilitation of Offenders (Jersey) Law 2001. As you are applying for a job with the honorary police we request that information in relation to the declaration on page 2 (in relation to spent convictions) is volunteered by the applicant and is sent under separate, **confidential** cover to the Secretary, Supervisory Committee. The Supervisory Committee will guarantee that this information is strictly confidential and only seen by those who need to see it as part of the recruitment process: