

**STRICTLY PRIVATE  
& CONFIDENTIAL**

Please complete this form  
in BLACK pen

Our ref: .....

**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 title for reply e.g. Mr/Mrs/Miss/Ms/etc.	Preferred name:										
Contact Address:											
	Post Code:										
Tel. No. (Home):	Tel. No. (Work):										
Tel. No. (Mobile):	Email Address:										
Nationality:	Date of Birth:										
	Place of Birth:										
Do you possess "locally qualified status" under the Regulation of Undertakings and Development Law. (if in doubt please see section 8 below)	<b>YES/NO</b> Social Security Number: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										
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**

**School/College:** .....

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

**Further Education**

**College/University:** .....

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 rôle 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 / PASSPORT**

Do you hold a current driving licence?	<b>YES/NO</b>	Country of issue?	Date of Expiry:
Do you hold a passport?	<b>YES/NO</b>	Country of issue?	Date of Expiry:

## 5 EMPLOYMENT HISTORY

**Starting with your present post, list in reverse order every employment you have had. Include service in the armed forces as well as previous Jersey Public Service employment. 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/Wage	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:			
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:			



## 11 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 Moore Stephens 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 1987.

I also give my full consent to Moore Stephens making whatever enquiries they deem necessary for the purposes of verifying the information declared within this application form. Such enquiries to include criminal records checks and confirmation being obtained from regulatory bodies/organisations as to the authenticity (or otherwise) of my academic and professional qualifications.

Applicant's signature ..... Date .....

**Please return your form clearly marked 'Private & Confidential' to:**

**Jenny Gamlin**

**Moore Stephens – Chartered Accountants**

**PO Box 236, First Island House, Peter Street, St Helier, Jersey JE4 8SG**