

## (Insert Company) Guernsey External Application Form

*Please print or type in black ink as this form may be photocopied. You may wish to submit a CV and/or covering letter, but if you do please complete this form as well to assist us in the short-listing process.*

|   |                           |
|---|---------------------------|
| <b>1) DETAILS OF POSITION APPLIED FOR</b><br>Application for _____<br>_____ | <b>RETURN TO:</b><br><br> |
|---|---------------------------|

**2) PERSONAL DETAILS (in block capitals please):**

|  |   |
|--|---|
| Mr/Mrs/Miss/Ms/Dr _____<br>_____<br>Last Name _____<br>Address _____ -<br>_____<br>_____ | First Name(s) _____<br>Telephone No _____<br>Home _____<br>Work _____<br>Email _____<br>_____ |
|--|---|

It is a condition of this employment that you are in possession of a valid Right to Work Document which can be obtained from the States Housing Department. You will not be permitted to take up an appointment with (Insert Company) until such a document is produced.

**NB: PLEASE ATTACH A COPY OF YOUR RIGHT TO WORK DOCUMENT.**

Do you have a full current driving licence? Yes/No

Do you have regular use of a car? Yes/No

**3) HISTORY OF EMPLOYMENT**

|  |   |
|--|---|
| <b>Present or most recent employment:</b><br>Job Title and brief description of duties _____<br>_____<br>_____<br>_____<br>Salary _____ Grade _____<br>Start date _____ Date left _____<br>Reasons for wishing to leave _____<br>_____<br>_____<br>When could you commence employment with us? _____ | Employer's Name and Address _____<br>_____<br>_____<br>_____<br>Employer's Business _____<br>_____<br>How many days sickness absence have you taken in the last 2 years? _____<br>Please explain the reasons for these Absences _____<br>_____<br>_____ |
|--|---|

**Previous employment over the last ten years** (most recent first - including any voluntary work - please use continuation sheet if necessary and ensure that all periods are accounted for)

| From | To | Employer's Name and Address | Position Held | Reason For Leaving |
|------|----|-----------------------------|---------------|--------------------|
|      |    |                             |               |                    |

4) EDUCATION & TRAINING

| Schools (Secondary)                   | Date From | Date To | Examinations and results | Grade/ Level | Date(s) |
|---------------------------------------|-----------|---------|--------------------------|--------------|---------|
|                                       |           |         |                          |              |         |
| Further Education College/ University | Date From | Date To | Courses and results      | Grade/ Level | Date(s) |
|                                       |           |         |                          |              |         |



6) SUPPORTING INFORMATION

Please give briefly any additional information you consider important (including details of previous position, relevant experience and why you think you should be considered for the post) any special interests or activities, referring especially to the **Job Description/Personal Specification/Competencies**. (amend as necessary)

If necessary please continue on separate sheet(s). (Please state how many pages are attached.)

7) DISCLOSURE OF INFORMATION

Give details of any relationship or connection to a person who is either an employee of the company, or to a person who is a service user of the company/group.

Police Check info: An authorisation to seek /full Police Check  
(amend/delete as necessary)

All positions within (Insert company name) involve a screening procedure. You will need have a police check prior to an offer of employment being confirmed. Disclosure of a criminal background will not necessarily debar you from employment; this will depend on the nature of the offence/s and whether the convictions are current.

Have you ever been convicted or cautioned of a criminal offence? Yes/No

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? Yes/No

If yes, please give details of offence(s) and sentence on a separate sheet, enclosed in an envelope marked 'Confidential' and addressed to 'The Chief Executive'.

Do you have any condition which may affect your ability to perform your duties?

Yes/ No

If so, what adjustments can you suggest we might make?

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## DECLARATION

I confirm that the information I have given on this form is correct and complete, and that misleading statements may be sufficient for cancelling any agreement made. I understand that, in the event of being shortlisted for interview, I will be required to complete a confidential health check declaration in respect of my state of health.

Because of the sensitive nature of the duties the post holder will be expected to undertake, I also understand that the declaration will include details of any criminal convictions, cautions, reprimands and final warnings *and any other information that may have a bearing on my suitability for the post.* I understand that an enhanced disclosure will be sought in the event of a successful application. (amend as necessary)

Signature \_\_\_\_\_ Date \_\_\_\_\_