



Rue du Huquet, St Martin, Jersey JE3 6HE t: 01534 857843 f: 01534 856802

Private and Confidential

APPLICATION FOR EMPLOYMENT

Please complete this form thoroughly (in block letters and black ink) as CV's will not be considered as replacement to the relevant sections in the application form.

The processing of this information by the Company will comply with Jersey's Data Protection Law 2018, which protects your privacy and access rights. Please refer to the attached Job Application Privacy Notice (GDPR Compliant).



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Position Applied For: _____	Please attach a recent photograph here
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PERSONAL DETAILS

Full Name: _____

Date of Birth: _____

Permanent Address: _____

Post Code: _____ Country: _____

Telephone No: _____ Mobile No: _____

E-mail Address: _____

RESIDENTIAL STATUS

Do you qualify for residential status under the Jersey Housing Law? Please tick which category:

Entitled: _____

Licensed: _____

Registered: _____

EDUCATION AND FURTHER EDUCATION
 Primary, Secondary and Further: Give full details in chronological order of the schools/colleges you have attended.

Name of School / College	Started		Finished		Qualifications Gained
	Month	Year	Month	Year	

FURTHER EDUCATION AND TRAINING

Give details of further education and training in relation to the position applied for.

Name of Institute	Started		Finished		Qualifications Gained
	Month	Year	Month	Year	

Nursing & Midwifery Council (NMC)
For Qualified Registered Nurses Only

PIN Number: _____

Expiry Date: _____

Last Revalidation Date: _____

EMPLOYMENT HISTORY

Please provide us with full employment history for the last 10 years, starting with your most recent employment.

From	To	Name & Address of Employer	Job Title & Duties	Salary on Leaving	Reason for Leaving

GAPS IN EMPLOYMENT HISTORY

Please comment and give reasons on any gaps in employment history.

From	To	Reasons(s)

SUMMARY OF PRESENT POST AND RESPONSIBILITIES

Please details here your specific reasons for this application, your main achievements to date and the strength you would bring to this post.

CAUTIONS, REHABILITATION AND CRIMINAL RECORDS

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Article 10 of the Rehabilitation of Offenders (Jersey) Law 2001, by virtue of the Rehabilitation of Offenders (Exceptions) (Jersey) Regulations 2002, which means that convictions that are spent under the terms of the Rehabilitation of Offenders (Jersey) Law 2001 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

In addition, you are required to submit to a Disclosure & Barring Service check. Any disclosure made will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? **YES / NO** (delete as required)

If **YES**, please give details:

Have you ever been disqualified from driving, have penalty points, or had insurance refused? **YES / NO** (delete as required)

If **YES**, please give details:

SPECIAL REQUIREMENTS (HEALTH CARE SECTOR)

Because this position involves the care of vulnerable adults, employment is dependent on the following:

- 1) Your written consent to obtaining disclosure of criminal records.
- 2) Such disclosure being acceptable to us.
- 3) Proof of identity – Birth or marriage certificate (where appropriate) and passport (if available).
- 4) Two satisfactory written references.
- 5) That you will supply a photograph of yourself for retention in your records.
- 6) Evidence of physical or mental suitability for your work.

HEALTH DETAILS – Confidential Medical Information

If the answer is yes to any of the questions in this section, please give full details in the space provided of the dates, duration and outcome of the illness or condition. If we have any concerns about your fitness for work, employment will be subject to satisfactory medical reports.

Have you ever had?	Delete as applicable		Additional information to "YES" response
	YES	NO	
Tuberculosis, Asthma, Bronchitis or Chest problems	YES	NO	
Chest pain, Heart condition or Raised Blood Pressure	YES	NO	
Blackouts, Fits, Migraine or episodes of Giddiness	YES	NO	
Depression, Mental illness or Nervous breakdown	YES	NO	
Nervous disorders, Epilepsy, Stroke	YES	NO	
Rheumatism or Arthritis	YES	NO	
Back / Neck / Leg / Joint problems	YES	NO	
Typhoid, Paratyphoid or other Gland problems	YES	NO	
Digestive or Bowel disease	YES	NO	
Diabetes, Thyroid or other endocrine problems	YES	NO	
Bladder or Kidney problems	YES	NO	
Dermatitis or Skin conditions	YES	NO	
Varicose veins	YES	NO	
Any other Accident, Operation or Illness	YES	NO	
Have you any reason to believe you may be infected with any communicable disease	YES	NO	
Any other current or recent medical condition or treatment which might affect your attendance or performance at work	YES	NO	
Any illness or medical condition that prevented you from attending work on your normal duties or activities for more than one week during the past 2 years	YES	NO	
Any physical impairments, including defect of sight or hearing? If yes, please specify any special needs in relation to your impairments:	YES	NO	
Do you suffer from any known allergies? If yes, please specify:	YES	NO	
Have you had treatment for any condition relating to the abuse or misuse of drugs or alcohol within the last 5 years? If yes, please provide details:	YES	NO	
Do you smoke?	YES	NO	
How Many units of alcohol do you drink per week?	_____ (One Unit = ½ pint beer / 1 glass wine / 1 single whiskey)		

It is your responsibility to inform the Home Manager if you are pregnant or any changes to the above information provided during your employment.

SECONDARY JOBS

Please provide details of secondary job(s) currently undertaken:

Job Role: _____

Place of Work: _____

Contracted Hours Per Week: _____

REFERENCES

Please provide details of two referees not related to you who can provide confidential information with regard to your competency, experience and character, one of whom must be your present employer or if currently unemployed, your most recent employer.

Referee 1 (current employer)

Referee 2

Name:

Name:

Position:

Position:

Organisation:

Organisation:

Address:

Address:

Post Code:

Post Code:

Telephone:

Telephone:

E-mail:

E-mail:

May we approach the above prior to interview? **YES / NO**

May we approach the above prior to interview? **YES / NO**

DECLARATION

I hereby declare that the details provided 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 if I have applied for a position working with vulnerable adults, an enhanced Disclosure & Barring Service check will be requested in the event of an individual being conditionally offered the position. I understand these positions are 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 hereby confirm that I am not excluded from working with vulnerable Adults.

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

Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your consent prior to contacting your doctor. I agree that the company reserves the right to require me to undergo a medical examination and 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 company will create and maintain paper and 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: _____

Print Name: _____

Date: _____

Job Application Privacy Notice (GDPR Compliant)

As part of the Company's recruitment process, the company collects and process personal data relating to potential job applications. The Company is committed to being transparent about how we collect and use information/data provided to us, to ensure we adhere to data protection requirements.

Collection of Information

The Company will collect a range of information about you, this will include:

- Your name, address and contact details, including email address and telephone number and residential status
- Details about your education/further education
- Details of your qualifications, training, employment history and salary
- Summary of present post and responsibilities
- Convictions which are spent or not spent under the Rehabilitation of Offenders (Jersey) Law 2001
- Details of your health and medical information

The Company collects this information via a completed Application Form. CVs provided to the Company by the applicant during the recruitment process will not be considered during the shortlisting process. The Company may also use data contained from your passport, driving license, registration card, training documents or information collected through interviews or any other form of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties once a job offer to you has been made, which will be made subject to a satisfactory reference.

Your data will be stored in a range of different places, including HR Management Systems and on IT systems including email.

Why does the Company require / process applicant's data?

Your data is processed at your request prior to us entering into any contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with legal obligations. For example, it is mandatory to check a potential applicant's residential status and depending on the role an applicant's driving license, references or criminal convictions before an offer of employment can be made.

Under the law, the Company is classed to have legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process and confirm a candidate's suitability for employment and decide to whom we make a job offer. We may also need to process data from a job applicant to respond to and defend legal claims.

We collect information as to whether an applicant has any medical problems, we process such information to ensure that the Company can carry out its obligations and exercise specific rights in relation to employment.

Who will have access to your data?

Your information will be shared internally for the purposes of recruitment. This includes members of the HR Company, any interviewers involved in the recruitment process including managers in the business area.

We will not share your data with third parties unless your application is successful, and we offer you employment. We will then share your data with referees, former employers to obtain a reference for you and those who can provide background/criminal record checks. Under the law, your data with your agreement will be forwarded to the Jersey Care Commissioners responsible for Care Homes.

How will the Company protect your data?

The security of your data is important to us and as such we have internal policies/procedures in place to ensure that your data is not lost or accidentally misplaced, misused, disclosed or destroyed and is not accessed except by our employees in the performance of their duties.

How long the Company retain your data?

If your application for employment is unsuccessful, the Company will hold your data on file for 3 months after the end of the recruitment process. At the end of that period, or once you withdraw your consent, your data is destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel folder (paper based and electronic) in Manager's office and will be retained during the tenure of your employment.

Your right under GDPR

As a data subject, you have a number of rights, they are:

- Access and obtain a copy of your data through a subject access request
- Request the Company to rectify incorrect or incomplete data
- Request the Company to delete/erase or stop processing your data
- Object to the Company processing your data where the Company is relying on its legitimate interests as legal grounds for processing

If you believe the Company has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Company for recruitment purposes. However, if you do not provide the information, we will not be able to process your application in the proper manner or at all.

We reserve the right to modify this privacy statement at any point, so please review it frequently.