

**JERSEY HERITAGE  
EMPLOYMENT APPLICATION FORM**

**Application for the post of:** .....

**Personal Details:**

Surname: ..... Forename(s): .....

Address: .....

.....

..... Post Code: .....

Telephone:..... Mobile: .....

Email address: .....

Do you hold a current, full driving Licence? Yes / No

Residential Status: *(delete as appropriate)* Entitled / Entitled to Work / Registered

Do you have any convictions to declare under the Rehabilitation of Offenders (Jersey) Law 2001? YES  NO

If yes, please give details.....

Have you any outstanding Court Judgements against you? YES  NO

If yes, please give details.....

**Declaration:**

I understand that it is a criminal offence to obtain employment by deception and that any misrepresentation or deception or omission of a material fact may lead to cancellation of consideration for employment or instant dismissal, if already employed.

I hereby give permission for verification of my replies to be sought including address, details of previous employment, professional and educational qualifications, Court Judgement checks and credit references. I also confirm that I have the right to work in Jersey.

**I hereby declare that the details given within this form are true and correct. I consent to my personal details being used for the purpose of recruitment and selection.**

Signature: ..... Date:.....

**Office Use Only:**

**Candidate reference number:** .....

Office Use Only:

Candidate reference number:

.....

**Education, Qualifications and Training:**

*Please give details of education including further education, training and specialist/technical qualifications obtained.*

<b>Schools/Colleges/University Attended</b> <i>(Including evening classes)</i>	<b>Examinations Passed</b>

**Technical and Specialist Qualifications/Training received**

*Please give details of any additional training and qualifications not specified above.*

**Foreign Languages:**

*Please give details of any languages other than English that you speak and state level of proficiency.*

**Professional Bodies:**

*Please give details of any memberships or relevant designations.*

Office Use Only:

Candidate reference number:

.....

**Employment History:**

*Please give full details of all current and past employers covering at least the past five years.  
Please start with your most recent employer first.*

<b>Name and Full Postal Address of Employer</b>	<b>Dates</b>		<b>Position/Duties</b>	<b>Reason For leaving</b>
	<b>From</b>	<b>To</b>		

**Office Use Only:**

**Candidate reference number:**

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**References:**

Jersey Heritage will take up references from your most recent employers covering a minimum of 5 working years, if applicable.

We will not contact your current employer without your consent.

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**Health and Disability:**

If you have any health issues or a disability, what are your needs in terms of reasonable adjustments in order to attend interview or to take aptitude tests etc.?

Please Specify:

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**Data Protection:**

Jersey Heritage Trust will process your data for the purpose of recruitment and selection activities for the position applied for. If successfully recruited, the Trust will additionally process your data for the efficient administration of your employment. This will include administration of payroll and benefits (including pension where applicable), payment of expenses, absence recording and monitoring, appraisals and disciplinary procedures.

We may make enquiries with credit reference agencies (which may leave a record on your file) or other third parties to check the information collected.

Under the Data Protection (Jersey) Law 2005, you have a right to obtain a copy of your personal data, processed by the Jersey Heritage Trust, either on computer or in manual files.

If you would like to know more about your rights under the Act, then please contact the Archive and Collections Director.

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**Please complete and return this form, together with any associated paperwork requested to:**

**Jeannette Achler  
Human Resources Officer  
Jersey Heritage  
Jersey Museum  
The Weighbridge  
St Helier  
JE2 3NG**