

## 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 Parish of St. Helier will comply with Jersey's Data Protection Law 2018, which protects your privacy and access rights. Please refer to the Job Application Privacy Notice (GDPR Compliant) which is attached.**

The Parish of St Helier 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 (Mr/Mrs/Miss/Ms/Other)
Permanent Address	Do you possess Residential Status under Jersey Housing law? State which category:
Telephone No. Home/Mobile	Entitled
Email address:	Licenced
	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).



**2b) 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	

**3** List membership of any organisations that are relevant to the job you are applying for.

**4. 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          Telephone No.				Number and kind of employees supervised by you
				Nature of Business

**Description of your duties**


**Reasons for wishing to leave.**

<b>(b) Previous Employment</b>				
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
<b>Description of your duties</b>				
<b>Reasons for wishing to leave.</b>				

<b>(c) Previous Employment</b>				
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
<b>Description of your duties</b>				
<b>Reasons for wishing to leave</b>				

<b>(d) Previous Employment</b>				
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
<b>Description of your duties</b>				
<b>Reasons for wishing to leave</b>				

**5 FURTHER DETAILS**

State any other relevant facts including special experience or aptitudes, shorthand, typing, languages etc. Continue on a separate sheet if necessary.


**6** Should the need arise, would you be willing to attend training courses **Yes / No**

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**7 In Support of your Application** - In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience or skills which demonstrate how you meet the requirements of this job (as set out in the person specification/job description).


**8 REFEREES** List two reliable persons not related to you who are able to give confidential information with regard to your character and experience. You should obtain the permission of these persons before returning the form. One must be a work reference from your current employer or if currently unemployed, your most recent employer.

Full Name	Full Address (Tel. No)	Business of Occupation

If you are considered to be a suitable candidate for the post, it will be necessary at some stage to make reference to your present employer. Please indicate if you are happy that contact may be made now.  
**Yes/No**

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

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**9 CONVICTIONS**

**Please declare any convictions which are not spent under the Rehabilitation of Offenders (Jersey) Law 2001.** (Should you be applying for a job with children or vulnerable adults 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 Human Resources Manager. The Parish will guarantee that this information is strictly confidential and only seen by those who need to see it as part of the recruitment process):

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**PARTICULARS OF DRIVER'S EXPERIENCE**

**IMPORTANT: This section needs only to be completed if driving is mentioned in the job description as an essential requirement of the job**

Please read carefully before filling in this form:

The information asked for on this form is required by the Insurance Company who insures or may insure the vehicle driven by you. It is most important that you answer every question fully and correctly, stating **all** accidents, however slight during the last five years in which you have driven.

**Please be aware that applicants under the age of 21 years are not covered by our insurance for Heavy Goods/Duty Vehicles and those under the age of 18 years are not covered for Medium Goods Vehicles are therefore are unable to apply for any positions which require these qualifications**

- 1) Do you suffer from any health problems that may affect your driving?
  
- 2) State all convictions against you in connection with the use of any motor vehicle during the last 5 years.
  
- 3) How long have you been regularly driving?
  - a. Haulage Vehicles (or heavy Duty Vehicles)?
  - b. Medium Goods?
  - c. Other Vehicles?

Licence number.

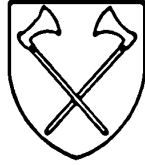
- 5) State particulars of all accidents in which you were driving during the last five years.

DATE OF ACCIDENT

HOW IT OCCURRED

WHETHER ANYONE INJURED

- 6) Have you ever had a licence refused, suspended or endorsed? If so give date and details of penalties imposed.
  
- 7) Have you ever been dismissed for careless driving?



## **Job Application Privacy Notice (GDPR Compliant)**

As part of the Parish of St. Helier recruitment process the Parish collects and process personal data relating to potential job applications. The Parish 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 Parish 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;
- Whether or not you have a disability for which the Parish needs to make arrangements should you be called to an interview;
- Details about your education/further education
- Details of your qualifications, skills, employment history and current earnings;
- Further details including special experience or aptitudes
- Whether you are prepared to undertake further training
- Details in support of your application
- Details in relation to your driving license (if applicable to the role)
- Convictions which are not spent under the Rehabilitation of Offenders (Jersey) Law 2001. (or, in the case of working with vulnerable members of society, children and adults, all criminal convictions whether spent or unspent.

The Parish collects this information via a completed Application Form. CV's provided to the Parish by the applicant during the recruitment process will **not** be considered during the shortlisting process. The Parish 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 in HR Management systems and on IT systems including email.

### **Why does the Parish 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 Parish is classed to have a 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 a disability, we process such information to ensure that the Parish 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 team, 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. There are some activities undertaken by the Parish; that under law when recruiting in these areas your data with your agreement will be forwarded to the States of Jersey Regulators responsible for Residential Homes/Day Nurseries.

### **How will the Parish 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 does the Parish retain your data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 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 Human Resources file (paper based and electronic) which is held centrally at the Human Resources Department at the Town Hall and retained during your employment. The period for which your data may be held will be provided to you in a new privacy notice. Should you work within Residential Homes & Nurseries a copy of your data will also be held within these areas under regulatory requirement.

### **Your rights 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 Parish to rectify incorrect or incomplete data
- Request the organization to delete/erase or stop processing your data
- Object to the Parish processing your data where the Parish is relying on its legitimate interests as legal grounds for processing.

If you would like to exercise any of these rights, please contact our Data Protection Officer: Ms Jane Egge, Prosperity 24/7 – email: [jane.egge@prosperity247.com](mailto:jane.egge@prosperity247.com)

If you believe the Parish 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 Parish of St. Helier 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. Copies of this privacy statement can be obtained from the Jobs page of the Parish Website [www.sthelier.je](http://www.sthelier.je)