

APPLICATION FORM

PERSONAL INFORMATION

First Name:

Last Name:

Middle Name:

Previous Surname:

Preferred Name:

Title:

Email Address:

Alternative Email:

Daytime Contact Phone Number:

Address Line 1:

Address Line 2

Address Line 3

Postcode:

Country

RESIDENTIAL STATUS

Enter a tick in the relevant box

Entitled (Someone who has lived in Jersey for a continuous period of 10 years)	
Entitled to Work (someone living in Jersey for last 5 years or married to an Entitled, Licensed or Entitled to Work person)	
Registered (Someone who does not qualify under the other categories)	

APPLICATION DETAILS

	Yes	No
Are you a British Citizen / EU National?		

Please indicate your preference of full-time/part-time work. If part-time, how many hours per week?

- List your education qualifications including:
- qualification type (e.g. GCSE, NVQ, degree)
 - subjects
 - grades
 - university / college (further education only)
 - year completed

- List your professional qualifications and relevant training including:
- qualification / training type
 - institution / provider
 - subject / course title
 - grade if applicable
 - year completed

List your memberships of relevant professional bodies including:

- awarding body
- type of membership
- membership registration number
- date registered
- expiry date

EMPLOYMENT HISTORY 1

Provide your employment history details here, starting with your present or most recent job:

Job title:

Start date:

End date:

Organisation name:

Organisation address:

Description of responsibilities:

Final salary:

Reason for leaving:

EMPLOYMENT HISTORY 2

Provide further employment history details here:

Job title:

Start date:

End date:

Organisation name:

Organisation address:

Description of responsibilities:

Final salary:

Reason for leaving:

For other relevant employment only, please use the box below:

REFERENCES

Please provide contact details for two referees below, to include your present and most recent previous employer. If you have not previously been employed, or are self-employed please provide details of appropriate referees from your university, college or most recent secondary school or an acceptable Character Referee from a professional such as a Doctor, Lawyer or Civil Servant.

Kindly note that references will not be accepted from relatives, a partner of the applicant or those writing solely in the capacity of friends. The Referee must be your current / previous Line Manager. Please give the work email addresses for your two referees.

Referee name 1:

Capacity in which you know the referee:

Organisation name:

Email address:

Telephone number:

Organisation address:

Referee name 2:

Capacity in which you know the referee:

Organisation name:

Email address:

Telephone number:

Organisation address:

SUITABILITY

Explain why you think you are suitable for this role: (please keep your answer less than 500 words)



DISABILITY

	Yes	No
Do you consider yourself to have a disability? We are an equal opportunities employer and actively encourage applications from people with disabilities.		

CONVICTIONS

Having a criminal record will not necessarily bar you from working for Jersey Sport. This will depend on the nature of the position and the circumstances and background of the offence/(s).

	Yes	No
Do you have any unspent convictions?		

DECLARATION

I hereby declare that all details I have provided as part of this job application 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 agree that Jersey Sport can contact my referees for a reference if, and not before I am offered employment.

I accept that employment will be subject to satisfactory pre-employment checks, together with receipt of acceptable evidence of identity and of professional qualifications required for this post.

I understand that Jersey Sport 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 2005.

	Yes	No
I confirm I have read and accept the above declaration		

Jersey Sport Data Protection Statement

The information you provide through this process is collected by Jersey Sport and will be accessed and used by the relevant Jersey Sport employees with a direct interest in the recruitment for which your application has been made. Your personal candidate record will be deleted automatically from the system after any continuous period of three years of inactivity.

If you have any concerns about the way your personal information is handled, or if you wish to request a copy of your stored personal information please contact, david.kennedy@jerseysport.je

Jersey Sport is committed to safeguarding and promoting the welfare of vulnerable people (to include children) and requires all staff and volunteers to share this commitment. For positions that work with vulnerable people, the selection process will involve safeguarding measures and include an enhanced DBS check.