



# Job Application Form



Application for the post of :

Closing date for application form:

Name of applicant:

## 1. PERSONAL DETAILS (please complete using BLOCK letters)

Surname	Forename(s)
Title ( <i>Mr, Mrs, Miss etc.</i> )	Maiden name
Home address	
Postcode	Birthplace
Home phone	Mobile
Email	
Have you a current full driving licence?  MANUAL LICENCE      AUTOMATIC LICENCE NO LICENCE	Have you any endorsements?
Would you be willing to use your own car for work purposes?	

## 2. PRESENT EMPLOYMENT

Employer name	
Employer address	
Job title	Date commenced
Salary	Notice required
Nature of business	

### 3. EDUCATION, QUALIFICATIONS AND TRAINING

School, College and University leavers should indicate those examination results awaited

Secondary school/College/ University/Institute	Dates (from - to)	Qualifications gained/ non-qualification courses	Grade (If applicable)	Date

Membership of professional and/or regulatory bodies

Grade

Date from

### 4. PREVIOUS EMPLOYMENT (most recent first, please account for any employment gaps)

Employer	Job title	Salary	Dates (from - to)	Reason for leaving



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## 5. SUMMARY OF EXPERIENCE (and other information in support of your application)

You may wish to continue on a separate sheet.



## 6. LEISURE ACTIVITIES

## 7. REFEREES (must be your present and last employer)

### REFEREE 1:

Name

Position

Company

Address

Email

### REFEREE 2:

Name

Position

Company

Address

Email

If different from now, by what name were you known to referees?

Due to the nature of the role we reserve the right to contact any previous employers.  
Please inform us if you do not wish us to do this.



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## 8. HEALTH

How would you describe your health?

Approximately how many days have you been sick and unable to work in the last 12 months?

## 9. RESIDENTIAL STATUS

Are you 'Entitled' ( have you lived in Jersey for 10 years)?

YES

NO

Are you 'Entitled to work' (lived in Jersey for 5 years)?

YES

NO

## 10. AS FAR AS YOU ARE AWARE

Are you related to/have a close personal relationship with a current service user or staff member?

YES

NO

*Please advise accordingly in writing to the Les Amis Human Resources department, separately to this form.  
NB: This will not necessarily prevent you from being offered a position with the company.*

## 11. DISCIPLINARY PROCEDURES

Are you currently involved in any disciplinary or grievance procedures and/or have a current formal warning against you?

YES

NO

*Please do not provide any further details at this time*

## 12. HOW DID YOU HEAR ABOUT THIS VACANCY?

JEP

SOCIAL MEDIA

TV ADVERTISING

RADIO ADVERTISING

STATES OF JERSEY WEBSITE (GOV.JE)

OTHER (PLEASE STATE) .....



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## 12. CRIMINAL CONVICTIONS

All successful applicants are advised that employment which involves working with vulnerable people (adults and children) will necessitate an Enhanced Disclosure and Barring Service (DBS) check. This will be carried out under the Data Protection (Jersey) Law 2005.

You are also advised that in line with the Rehabilitation of Offenders (Jersey) Law 2001 you must disclose all convictions, spent or otherwise to us when completing the DBS paperwork.

Please answer the following questions by ticking either YES / NO  
(DO NOT PROVIDE ANY FURTHER DETAILS AT THIS TIME):

Do you have any convictions, (spent or unspent) by the courts?	YES	NO
Do you have any cautions, reprimands or final warnings by the police?	YES	NO
Do you have any criminal/abuse cases pending against you?	YES	NO
Do you currently, or have you ever been the subject of an investigation or enquiry by the police, or a statutory agency or any other body, into abuse or neglect of a child or vulnerable adult or other inappropriate behaviour?	YES	NO
Are there any reasons why you may be considered unsuitable to work with children or vulnerable adults?	YES	NO
<i>NB: The DBS check will only be made on successful candidates.</i>		
Signed	Date	

## 13. DECLARATION

*I declare that the information given is true and accurate.  
I understand that any fraudulent information may lead to dismissal.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Fair Processing Statement in accordance with Data Protection (Jersey) Law 2005

Les Amis collects this information for the purpose of processing your application for recruitment.

This information will not be passed to any other party without your consent.

All data from unsuccessful applicants will be retained under GDPR for six months.

All data for successful candidates will be retained under GDPR for six years from end of service to Les Amis.

### Details of Data Protection Officer (DPO):

**Natalie Brown**

✉ [Natalie.Brown@lesamis.org.je](mailto:Natalie.Brown@lesamis.org.je)

☎ 01534 850628



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