



CONFIDENTIAL

Our ref: .....

# Application for Employment

A CV may be attached but should not be used as a substitute.  
The information provided on this application form will be processed in accordance with Jersey's Data Protection Legislation which protects your privacy and access rights.

Position being applied for	<b>POLICE CONSTABLE</b>
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<b>1 PERSONAL DETAILS</b>	(Please complete in BLOCK LETTERS and ensure all sections are fully completed. If not applicable, please insert N/A)
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Surname		Forenames	
Preferred title for reply, e.g. Mr/Mrs/Miss/ Ms etc.		Surname previously if different Including Maiden name or if changed by deed poll	
Permanent Address (Including Postcode)			
Tel. No. (Home)		Tel. No. (Work)	
Mobile Tel. No.		E-mail address	
Nationality	Age	Date of Birth	Place of Birth

(a) Are you a British Citizen/EU National?  Yes  No  
 State which country:.....  
 If other nationality, state which country and your immigration status:.....

(b) Residential Status  
 Do you possess "locally qualified status" under the Regulation of Undertakings and Development Law?  
 Yes  No

If Yes please indicate under which category  
 Jersey Born  Through Marriage  Length of Residency  Other

If No, but if you think you have other reasons for being considered, please specify  
 Immediately prior to this application how long have you been continuously resident in the Island? .....

<b>2 PREVIOUS ADDRESSES OF APPLICANT (IN THE PAST FIVE YEARS)</b>
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Address	Approximate Dates	
	From	To



**4 EDUCATIONAL/PROFESSIONAL QUALIFICATIONS**

(Documentary evidence of relevant qualifications will be required)  
**Secondary Education**

GCSE/GCE/Or Equivalent	Grade	Year Taken	'A' Level or equivalent	Grades	Year Taken

**Further Education**

Course, e.g. Diploma/Degree or Equivalent	Dates From/To	Course Title	Standard Attained

**5 PROFESSIONAL QUALIFICATIONS**

Examination/Association	Date		Stages Passed/Level of Membership
	From	To	

**6 ACHIEVEMENTS**

What do you consider to be your main achievements in your education, career or life in general as relevant to this application?

Please give details of any training and development relevant to your application (This may be in a role outside of employment i.e. voluntary work)

**7 CONVICTIONS/CAUTIONS (Refer to section 19 for guidance)**

- (a) Please enter below details of convictions for any offence (including traffic convictions and appearance before a court martial) or formal cautions by police, including honorary police, for any offences (including cautions as a juvenile) or any bind-overs imposed by any court.

If you have been convicted or cautioned you may still be eligible for appointment depending on the nature and circumstances of the offence. However, failure to disclose details could count against you.

Date

Court/Parish Hall that dealt with the matter

Offence(s)

Result(s)

- (b) Please give details of any charge or summons at present outstanding against you

Date of alleged offence

Nature of alleged offence

Court/Parish Hall dealing with the matter

Starting with your present job list in reverse order every employment you have had. Include service in the armed forces as well as previous Jersey Public Service employment. Please describe your last three jobs in detail so that we can compare your experience with the requirements of the job.

(a) Present or most recent employment

From	To	Basic salary/wage		Other Benefits
Month/Year	Month/Year	Starting	Most recent	
Name and Address of employer				Title of Post
Nature of Business				Number and kind of employees supervised by you
Precise reasons for leaving or wishing to leave				Period of notice

Description of your duties

Give details of pension scheme at present applicable to you

(b) Previous employment

From	To	Final Salary		Title of Post
Month/Year	Month/Year	Starting	Most recent	
Name and Address of employer				Number and kind of employees supervised by you
				Nature of Business
				Precise reasons for leaving or wishing to leave

Description of your duties

## (c) Previous employment

From	To	Final Salary		Title of Post
Month/Year	Month/Year	Starting	Most recent	
Name and Address of employer				Number and kind of employees supervised by you
				Nature of Business
				Precise reasons for leaving or wishing to leave

Description of your duties

## (d) Previous employment

From	Dates		Name and address of employer	Title of Post
	To			

If there is insufficient space please continue on a sheet of paper

9 VOLUNTARY /COMMUNITY WORK

Please list any voluntary/community work you have performed e.g. Citizen Advice Bureau, neighbourhood watch, youth/community work (include office and dates held)

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10 ADDITIONAL INFORMATION

Please include further information such as specialised knowledge, interests etc., not included above

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(a) Please tick if you hold a licence   
If so please state the number etc. below:

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(b) Please tick if you have a knowledge of other languages   
If so please give details below:

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(c) Please tick if you are able to swim   
Show details of any certificates held below:

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(d) Please tick if you hold any First Aid Certificates   
Show details of any certificates held below:

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(e) Please tick if you have the basic skills to use a computer   
Show details of any certificates held below

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(f) Please give details of any other interests/hobbies and show details of any certificates if applicable

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11 WHY DO YOU WISH TO JOIN THE POLICE SERVICE AND, IN PARTICULAR, THE FORCE TO WHICH YOU ARE APPLYING?

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12

Are you involved in any other profession, employment, commercial or business activity?  Yes  No  
If YES please give details:

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If there is insufficient space on the form, please use a continuation sheet

13 AVAILABILITY

Are there any dates that you will be unavailable for an interview? If YES please specify details below

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**14 FINANCIAL POSITION**

(a) Are you in arrears of any loan or account?

If YES, please give details below:

Yes

No

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(b) Have you any debts (including mortgages or other loan commitments)?

If YES, please give full details including amount outstanding below:

Yes

No

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(c) Is there now, or has there previously been, any court action taken against you for any debt or has a court/tribunal judgement been made against you?

If YES, please give details below:

Yes

No

(a) Husband/Wife/Cohabitee/Partner (To include long term relationships or details of spouse even if separated or legally separated)  
\*Delete as appropriate

Surname Now	Surname at birth (if different)
Any other surname	Forenames at birth (if different)
Forenames now	Date and place of marriage (if applicable)
Date and place of birth	Nationality at birth (if different)
Occupation	Address
Nationality now	

(b) Children or stepchildren

Surname (and surname if different at birth)	Surname (and surname if different at birth)
Forenames	Forenames
Date and place of birth	Date and place of birth
Address (If different from your own)	Address (If different from your own)

Surname (and surname if different at birth)	Surname (and surname if different at birth)
Forenames	Forenames
Date and place of birth	Date and place of birth
Address (If different from your own)	Address (If different from your own)

(c) Your parents\* (If deceased, do not complete)

<b>Father</b>	<b>Mother</b>
Surname Now	Surname Now
Surname at birth (if different)	Surname at birth (if different)
Forenames	Forenames
Date and place of birth	Date and place of birth
Nationality now	Nationality now
Nationality at birth (if different)	Nationality at birth (if different)
Address	Address
Occupation	Occupation

## (d) Brothers/Sisters

Brother/Sister	Brother/Sister
Surname Now	Surname Now
Surname at birth (if different)	Surname at birth (if different)
Forenames	Forenames
Date and place of birth	Date and place of birth
Nationality now	Nationality now
Address (if different from your own)	Address (if different from your own)
Occupation	Occupation

Brother/Sister	Brother/Sister
Surname Now	Surname Now
Surname at birth (if different)	Surname at birth (if different)
Forenames	Forenames
Date and place of birth	Date and place of birth
Nationality now	Nationality now
Address (if different from your own)	Address (if different from your own)
Occupation	Occupation

## (e) Spouse's/Partner's parents

Father	Mother
Surname Now	Surname Now
Surname at birth (if different)	Surname at birth (if different)
Forenames	Forenames
Date and place of birth	Date and place of birth
Nationality now	Nationality now
Address	Address
Occupation	Occupation

If either of your parents or your partners parents have remarried or are co-habiting tick this box  Yes  No

If YES give details in the above format (16c) of the person(s) using the Additional Family Details continuation overleaf.

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**16 BRIEF MEDICAL HISTORY**

- |       |                                 |     |                          |    |                          |
|-------|---------------------------------|-----|--------------------------|----|--------------------------|
| (i)   | Do you wear spectacles?         | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| (ii)  | Do you wear contact lenses?     | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| (iii) | Have you had laser eye surgery? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
- If YES, please give dates and details below.
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If you have answered YES to either of the above questions please arrange for a Snellens test to be undertaken by your optician and include it with your completed application form.

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**17 ABSENCE FROM WORK**

How many working days have you missed through sickness in the last 12 months? If you have had none please write "NONE"

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**18 REFERENCES**

The States of Jersey reserves the right to contact your previous employers without your permission for a reference before offering employment. However, we will not approach your present employer prior to interview without your agreement. Referees should not be related to you.

Do you wish your present employer to be contacted before interview?

Please tick as appropriate

Yes  No

Reference 1 (Present Employer)	Reference 2 (Previous Employer)
Name	Name
Address	Address
Tel No.	Tel No.

Reference 1  
(Character Reference)

Name

Address

Tel No.

**19 DECLARATION**

I hereby declare that the details shown are correct and complete to the best of my belief and I give my consent to a Police record check being made on myself and members of my family named in the application. I also understand that due to the nature of the position I have applied for, I am required to declare any convictions/sanctions that I have, and any cautions or bind-overs including any as a result of Honorary Police/Parish Hall enquiries, or pending prosecutions. I understand the reason being that the position I have applied for is exempt from the provisions of Rehabilitation of Offenders (Jersey) Law, 2001, therefore, all convictions/sanctions will 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 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 contract of employment. I also understand that the States of Jersey 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.

.....  
Date

.....  
Signature of Applicant

**NOTE**

- (i) Information supplied on this form may be held on computer and candidates are advised that in processing this application background enquiries will be made which may include reference to personal data held on police computers.
- (ii) **The Chief Officer has the right to reject any application without giving reason.**

To enable the States of Jersey Police Force to monitor the effectiveness of its advertising and publicity, please complete this section by ticking the appropriate box.

How did you become aware of vacancies in the Police Force?

- |                                  |                          |                           |                          |
|----------------------------------|--------------------------|---------------------------|--------------------------|
| 1. Local newspaper advertisement | <input type="checkbox"/> | 5. Personal enquiry       | <input type="checkbox"/> |
| 2. Local radio advertisement     | <input type="checkbox"/> | 6. National advertisement | <input type="checkbox"/> |
| 3. School visit                  | <input type="checkbox"/> | 7. Channel TV             | <input type="checkbox"/> |
| 4. Careers exhibition            | <input type="checkbox"/> | 8. Other (please specify) | <input type="checkbox"/> |