



**APPLICATION FOR EMPLOYMENT**

Please complete this form thoroughly as CVs will not be considered during the shortlisting process.

Our processing of the information you provide by completing and returning this form is in accordance with the Data Protection (Jersey) Law 2018 (DPJL). For more information, please refer to the Privacy Statement at the end of this application.

The Parish of St Saviour 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, the first two pages of this application will not be provided to those undertaking the shortlisting process, to ensure a fair and transparent recruitment and selection process.

**PLEASE USE BLOCK CAPITALS.**

**POSITION BEING APPLIED FOR:** .....

**1 PERSONAL DETAILS**

Surname:	Forenames (Mr/Mrs/Miss/Ms/Other):
Permanent Address:	Do you possess Residential Status under Jersey Housing law?
Telephone No. Home/Mobile:	State which category:
Email address:	Entitled
	Licensed:
	Registered:



**2 EDUCATION & FURTHER EDUCATION**

(a) Primary, Secondary and Further: Give full details in chronological order of the schools/colleges you have attended.

Name and place:	Started:		Finished:		Examinations passed including details of subjects and standards attained:
	Mth	Yr	Mth	Yr	

**DECLARATION:**

I hereby declare that the details shown are correct and complete. 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, should my application be successful and I be confirmed to staff, termination of my employment contract.

I agree that the Parish of St. Saviour can contact my previous employers for a reference before offering employment.

I understand that some positions involve physical activity and that an offer of employment for such a position may be conditional subject to a satisfactory medical report. I understand that some positions involve working with the Parish Honorary Police and that an offer of employment for such a position may be conditional subject to satisfactory Disclosure & Barring Service (DBS) checks, In all cases, previous employer references will be sought, and any offer of employment will be subject to receipt of acceptable evidence of identity and, if applicable, of any professional qualifications required for the post.

I understand that if I am applying for a job that requires me to drive, that by signing below I am confirming the details I have disclosed on page 6 of this form (Particulars of Driver’s Experience) are correct and up to date.

**I understand that the Parish of St. Saviour will create and maintain records on me during my employment and may retain those records after my employment has ceased, in accordance with the Parish’s data protection and document retention policies.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**When completed, this form should be returned to the Parish of St Saviour, Parish Hall, St. Saviour’s Hill, St Saviour, JE2 7LF.**



**2b) FURTHER EDUCATION / TRAINING (In relation to the specific requirements of the position per the person specification/job description).** 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 PROFESSIONAL MEMBERSHIPS**

List membership of any professional organisations that are relevant to the job you are applying for:

**4 EMPLOYMENT HISTORY**

Starting with your present/most recent post, list in reverse order for the last 10 years every position you have had. Use a separate section for each position. 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.

From	To	Total annual earnings		Exact title of your post
Month/Yr	Month/Yr	Starting	Latest	Title of supervisor
Name and address of employer				Number and titles of employees supervised by you
Telephone No.				Nature of Business

**Description of your duties:**


**Reason for leaving:**

--



# Parish of St Saviour

<b>(b) Previous Employment:</b>				
From	To	Total annual earnings		Exact title of your post
Month/Yr	Month/Yr	Starting	Most recent	Title of supervisor
Name and address of employer			Number and titles of employees supervised by you	
Telephone No.			Nature of Business	
Description of your duties				
<b>Reason for leaving:</b>				

<b>(c) Previous Employment:</b>				
From	To	Total annual earnings		Exact title of your post
Month/Yr	Month/Yr	Starting	Most recent	Title of supervisor
Name and address of employer			Number and titles of employees supervised by you	
Telephone No.			Nature of Business	
<b>Description of your duties</b>				
<b>Reason for leaving</b>				

<b>(d) Previous Employment:</b>				
From	To	Total annual earnings		Exact title of your post
Month/Yr	Month/Yr	Starting	Most recent	Title of supervisor
Name and address of employer			Number and titles of employees supervised by you	



## Parish of St Saviour

Telephone No.	Nature of Business
Description of your duties	
Reason for leaving	

**5 FURTHER DETAILS:** State any other information relevant to your application including special experience or aptitudes, typing, languages etc. Continue on a separate sheet if necessary.


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

--

**7 IN SUPPORT OF YOUR APPLICATION:** In order for us to decide whether to ask you to attend for an 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



## Parish of St Saviour

<p><b>9 PRESENT/LAST EMPLOYER:</b> 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/last employer. Please indicate if you are happy that contact may be made. <b>Yes/No</b></p>	<p><b>10 NOTICE:</b> In the event of you being offered an appointment what period of notice will you have to give to your present employer?</p>	

### **PARTICULARS OF DRIVER'S EXPERIENCE**

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

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

- 1) Do you suffer from any health problems that may affect your driving?
  
- 2) How long have you been regularly driving:
  - a. Heavy Goods Vehicles?
  - b. Medium Goods Vehicles?
  - c. Other Vehicles?
  
- 3) Driving licence number:
  
- 4) State particulars of all accidents in which you were driving during the last five years:



## Parish of St Saviour

DATE OF ACCIDENT

HOW IT OCCURRED WHETHER

ANYONE INJURED

5) Have you ever had a licence refused, suspended or endorsed? If so give date and details of penalties imposed.

### **Privacy Statement**

As part of the Parish of St. Saviour recruitment process the Parish collects and processes personal data. 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, telephone number and residential status;
- Whether or not the Parish needs to make any arrangements for you, should you be called to an interview;
- Details about your education/further education;
- Details of your qualifications, skills, employment history, past and current earnings;
- Information about your special experience or aptitudes;
- Whether you are prepared to undertake further training;
- Other details in support of your application;
- Details in relation to your driving licence, which we will ask to see if applicable to the role;
- Convictions which are not spent under the Rehabilitation of Offenders (Jersey) Law 2001.

The Parish collects this information via a completed Application Form. A CV provided to the Parish by an applicant during the recruitment process will not be considered during the shortlisting process. Any CV received will be securely destroyed upon receipt. The Parish may also process data from your proof of identity, driving licence, registration card, training documents or information provided by you or collected through interviews or any other form of assessment.

We may also collect personal data about you from third parties, including references supplied by former employers, DBS checks and other checks performed by our recruitment advisers. We will only seek information from third parties once a job offer to you has been made, which will be subject to satisfactory references being received and other checks being in order.



## Parish of St Saviour

During your application for employment and any recruitment process, your data will be securely stored on paper and electronically in our recruitment files. In the event your application is successful and you are confirmed to staff your data will be stored securely on paper in your personnel file and in a range of other locations and media, 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 to help us decide whether to enter into a contract of employment with you. Should we make you an offer of employment, we will 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 licence, references or criminal convictions may also need to be checked before an offer of employment can be made.

We may also need to process data from a job applicant to respond to and/or defend legal claims.

### **Who will have access to your data?**

Your information will be shared internally for the purposes of recruitment. This includes members of the Parish Management Team and any interviewers and service providers involved in the recruitment process.

We will not further share your data with third parties unless your application is successful and we offer you employment. We will then share your data with referees and former employers to obtain references for you and those who can provide background/criminal record checks.

### **How will the Parish protect you data?**

The security of your data is important to us and as such we have internal policies and 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, members of the municipality and any service providers assisting us with recruitment except in the performance of their duties. For more information on this please refer to the Privacy Notice on our website or ask a member of our team and they will be happy to provide to you with a copy in person at the Parish Hall or email or post it to you.

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

If your application for employment is unsuccessful, the Parish will hold your data on file for 6 months after the end of the recruitment process. At the end of that period your data is destroyed. If you would like us to destroy your data at any time before this then please contact us although this will necessitate our terminating any application or recruitment process which may be underway.

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 Parish Hall and retained during your employment. Please refer to our Privacy Notice for more details on this.

### **Your rights under DPJL:**

As a data subject, you have a number of rights, they are:





## Parish of St Saviour

1. To make subject access requests regarding the category and nature of information held, the purpose for which it is held, details of any processing performed, the period for which it is to be held and to whom it has been disclosed.
2. To prevent processing likely to cause damage or distress.
3. To prevent processing for purposes of direct marketing.
4. To be informed about the use of any automated decision-taking processes that will significantly affect you.
5. To not have significant decisions that will affect them taken solely by automated processes.
6. To sue for compensation if they suffer damage by any contravention of the DPJL.
7. To take action to rectify, block, erase, including the right to be forgotten, or destroy inaccurate data.
8. To have personal data provided to them in a structured, commonly used and machine-readable format, and the right to have that data transmitted to another controller.
9. To object to any automated profiling that is occurring. This is linked to the rights of a data subject to object to profiling and to be informed about the existence of profiling, of measures based on profiling and the envisaged effects of profiling on the individual.
10. Data subjects have the right to complain to any parish in respect of the parish's processing of their personal data.
11. To lodge a complaint with the relevant supervisory authority. In Jersey this is the Office of the Information Commissioner and their contact details are: Telephone: +44 (0)1534 716530. Email: [enquiries@oicjersey.org](mailto:enquiries@oicjersey.org). Address: Office of the Information Commissioner, 2nd Floor, 5 Castle Street, St. Helier, Jersey, JE2 3BT.

Where data is processed for a law enforcement purpose, your rights are modified by schedule 1 of the DPJL. Please contact us if we can provide any assistance in this respect.

If you would like to exercise any of these rights, please contact our Data Protection Officer: Salboa Limited, tel: 07797 713032 or 07797 713812, email: [dp@salboa.com](mailto:dp@salboa.com).

If you believe the Parish has not complied with your data protection rights you can complain to the Office of the Information Commissioner in Jersey, tel: 01534 716530, email: [enquiries@oicjersey.org](mailto:enquiries@oicjersey.org).

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the Parish of St. Saviour for recruitment purposes. However, if you do not provide the requested information we may not be able to process your application.