

JOB APPLICATION FORM



Association of Jersey Charities 268

Application for employment as:

Closing date for vacancy:

Full name of applicant:

Guidance notes:

- All information on this form will be treated as strictly confidential.
- Please print out this form, complete all necessary fields, and return to the address at the end of the form.
- Please make sure you clearly state for which role you are applying for and specifying the hours, for example Full-time, Part-time, or Zero Hours (Bank).
- The minimum age of all Support Worker applicants is 21 Years of age.

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Century Buildings | Patriotic Place | St Helier | Jersey | JE2 3AF
Tel: 01534 871888 | Email: ajadmin@autismjersey.org
www.autismjersey.org

Personal Details

Forename (s) _____
Surname _____
Title _____
(Dr/Mr/Mrs/Miss/Ms/other) _____
Address _____

Post code _____
Telephone - home _____ Social Security no. _____
Telephone - work _____ Date of birth _____
Telephone - mobile _____ E-mail address _____

➤ Do you hold a current clean driving licence?	YES / NO
➤ Do you have use of a vehicle during working hours?	YES / NO
➤ 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
➤ Do you have any relationships, or close friendships with existing AJ employees, AJ clients or their relatives?	YES / NO
➤ Autism Jersey welcomes applications from candidates who have a disability and will interview all who also meet the essential criteria to do the job. Do you consider yourself to have a disability (as defined by the 1995 Disability Discrimination Act)?	YES / NO

Present Employment

Provide details of your present or most recent position if currently unemployed

Name & address of employer _____

Nature of business _____ Job title _____
Starting date _____ Date of leaving (if appropriate) _____
Main duties & responsibilities _____

Salary & benefits _____

Period of notice _____

Reason for wishing to leave _____

Previous Employment

Provide full details of previous employment (continue on a separate sheet if necessary)

Most recent first, please account for any employment gaps (such as full time education, raising children, etc.)

Name and Address of Employer	From/To (Starting with most recent)	Position held and duties undertaken	Grade/Salary	Reason for Leaving

Name and Address of Employer	From/To <i>(Starting with most recent)</i>	Position held and duties undertaken	Grade/Salary	Reason for Leaving

Education, Qualifications and Training

Secondary Education – Provide details here

Most recent first

Name and address of school/college	From/To	Examinations taken (include date, level, grade)

Further Education - University, College, Part-time or Work Related Courses – Provide details here

Most recent first

Name and location of establishment	From/To	Examinations taken (include date, level, grade)

Membership of Professional Organisations and Institutions – Provide details

Most recent first

Name	Date Attained	Membership Status	By Examination Yes/No

Additional Information

Please state why you want this job. Provide details of your skills, knowledge and experience and explain why you feel they are relevant to your application. Please relate this information to the Job Description and Person Specification. (Continue on a separate sheet if necessary)

Times available to work (Please tick where appropriate)

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Comments:

Interests / Activities

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Criminal Convictions

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

Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975. Applicants are, therefore, not entitled to withhold information about convictions and in the event of employment, any failure to discuss such convictions could result in dismissal or in disciplinary action by the Association.

Please answer the following questions by choosing either YES / NO. If "yes", please give details.

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

Referees

Please provide details of 2 people to whom you are not related and to whom reference can be made; It should be your current and last employer, or if you are currently unemployed, your last employer and the employer before that. Due to the nature of some of our roles, we reserve the right to contact any previous employers. Please inform us if you do not wish us to do this.

(References will only be taken up if you are invited for interview)

<p>→ Name:</p> <p>→ Job title:</p> <p style="text-align: center;"><i>Please provide both forms of contact:</i> ↓</p> <p>→ Email:</p> <p>→ Postal address:</p> <p>→ Can we contact prior to interview? Y/N</p>	<p>→ Name:</p> <p>→ Job title:</p> <p style="text-align: center;"><i>Please provide both forms of contact:</i> ↓</p> <p>→ Email:</p> <p>→ Postal address:</p> <p>→ Can we contact prior to interview? Y/N</p>
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Declaration

I confirm that the above information is correct and fully understand that misleading statements, deliberate omissions or inclusion of incorrect details may be sufficient to cancel any employment offer or result in dismissal.

Signed:

Dated:

Please return this completed form marked confidential to:

Human Resources Department,

Autism Jersey, Century Buildings, Patriotic Place, St Helier, Jersey JE2 3AF.

Tel : 01534 871788

Or apply via email to: HR@autismjersey.org