

6 EMPLOYMENT HISTORY Starting with your present post, 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 for which you are applying.

(a) Present or most current employment				
From	To	Basic Salary / Wage		Other Benefits
Month/Year	Month/Year	Starting	Most Recent	
Name and Address of Employer			Title of Post	
			Number and type of employees supervised by you	
			Postcode	
Nature of Business			Period of Notice	
Precise reason for leaving or wishing to leave				
Description of your duties (Please attach current job description if available)				
Do you belong to a contributory/non - contributory pension scheme? If yes please give details				

(b) Previous employment				
From	To	Basic Salary / Wage		Other Benefits
Month/Year	Month/Year	Starting	Most Recent	
Name and Address of Employer			Title of Post	
			Number and type of employees supervised by you	
			Postcode	
Nature of Business			Reason for leaving	
Description of your duties				

(c) Previous employment				
From	To	Basic Salary / Wage		Other Benefits
Month/Year	Month/Year	Starting	Most Recent	
Name and Address of Employer			Title of Post	
			Number and type of employees supervised by you	
			Postcode	
Nature of Business			Reason for leaving	
Description of your duties				

(d) Previous employment			
Dates		Name and Address of Employer	Title of Post
From	To		

(If there is not sufficient space on the form, please go onto a continuation sheet.)

7 MEDICAL HISTORY Give brief details of any serious illnesses which affect physical/mental health. Successful candidates will be required to complete a pre-employment health questionnaire.

Approximately how many working days have you missed through sickness in the last 12 months? Please give reasons for any absences:

8 CONVICTIONS Please give details of all criminal convictions including honorary police convictions and any pending convictions. If you have none please write "NONE". If you have a conviction that is "spent", under the terms of the Rehabilitation of Offenders (Jersey) law 2001, you can honestly answer that you don't have a criminal record. You are advised that information regarding convictions will not necessarily disqualify you from consideration.

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

*I do / do not wish my present employer to be contacted before interview *(Delete as appropriate)

Reference 1 (Employer) Any additional not covered under employment history		Reference 2 (Character)	
Name		Name	
Address		Address	
Postcode		Postcode	
Tel. No.		Tel. No.	

10 AVAILABILITY

Dates you will NOT be available for an interview:
Any special requirements at interview? (e.g. disabled access)

PLEASE READ THIS CAREFULLY BEFORE SIGNING THIS APPLICATION FORM

DECLARATION I hereby declare that the details shown 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 contract of employment. I understand that Jersey Post will create and maintain records on me during my employment, and may retain those records after my employment has ceased subject to the Data Protection (Jersey) Law 2005.

Applicant's signature	Date
-----------------------	------

Please return your form to: The Human Resources Dept, Postal Headquarters, JERSEY, JE1 1AA.