

Dear Applicant,

Seasonal Employment

Jersey Post Group are now looking to recruit staff to help ease the pressure in the Postal Operations Department over Christmas and to become part of a flexible team who are committed to providing excellent customer service.

The positions involve processing the mail at the Postal Headquarters, Rue Des Pres.

We are looking for staff who can work a minimum of 20 hours a week between the hours of 06:30 and 24:00 including Saturdays. Most shifts are from 4th November 2019 to 24th December 2019 however, you will be required to attend an induction in November prior to your start date. Please note that we cannot employ staff who can only work occasional shifts.

Please also note that the rate of pay is £9.00 per hour (plus 4% holiday pay) and that wages can only be paid into a bank account.

All applicants must undergo a Police Criminal Record check before commencing employment. Please note the form will be sent to you once we have received your completed application form.

You must also submit with your application:

- **An Employer or Character Reference, supplied by someone who has known you for five years and who is not a relative.**
- **A form of photo identification, e.g. a photocopy of your passport or driving licence.**
- **Proof of address, e.g utility bill (within previous 3 months).**

If you would like to contact us directly please feel free to call on 01534 616529. Alternatively you can email at recruitment@jerseypost.com.

Yours faithfully,

**Human Resources Department
Jersey Post Group**

Application Form Seasonal Employment Only

ALL QUESTIONS MUST BE ANSWERED IN FULL PLEASE WRITE IN BLOCK CAPITALS

PERSONAL DETAILS

Surname				Mr/Mrs/Ms/Miss/Other delete as appropriate
Maiden Name				
Forename (s)				
Address				
Post Code		Home Tel No		
Mobile No		E Mail		
How long have you resided in Jersey?				

Have you previously been employed by Jersey Post

YES/NO

If previously employed, please state role, dates of employment and duty(ies) performed (if applicable):

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From what date will you be available to start and what date are you able to work until?

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Are you available and willing to work every day including Saturdays?	YES/NO
Are you interested in working double shifts i.e. 8:00am - 12:00noon recommence at 4:00pm or 6:00pm	YES/NO
Are you willing and able to cycle?	YES/NO
Do you hold a current driving licence?	YES/NO
Please circle if you are entitled to drive these categories of vehicles:	C1/D1

EMPLOYER HISTORY

Give particulars of your employers (and/or schools or university attended) during the last five years.

Name and Address of Employer/School/University	Date of Entry	Date of Leaving	Reason for Leaving (if applicable)

BANK DETAILS

Wages can only be paid by bank transfer. If you are successful in your application you will be asked to provide details of your bank account.

REGISTRATION CARD DETAILS

Social Security Number :			
Please circle which type of registration card you have:-			
Registered	Entitled to work	Entitled	Licensed

CONVICTIONS Please give details of all criminal convictions including 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. If successful you will be required to complete a Disclosure Scotland application (Police check).

CONDITIONS Completion of this form gives you no entitlement to selection for employment. Employment is subject to continuing satisfactory attendance and performance.

DECLARATION I declare that I have answered these questions truthfully and accurately and I have read and understood the conditions for employment. I 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 your obligations under the General Data Protection Regulation (GDPR) and the Data Protection (Jersey) Law 2018 (DPJL).

Applicant's signature:	Date:
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Please return to:
The Human Resources Department, Postal Headquarters, Rue Des Pres Trading Estate,
JERSEY JE1 1AA

HAVE YOU:

- **ENCLOSED AN EMPLOYER/CHARACTER REFERENCE?**
- **ENCLOSED A FORM OF PHOTO IDENTIFICATION E.G. PHOTOCOPY OF PASSPORT/DRIVING LICENCE?**
- **FILLED IN YOUR SOCIAL SECURITY NUMBER AND REGISTRATION CARD TYPE?**
- **SIGNED THE DECLARATION?**
- **ATTACHED A UTILITY BILL?**

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