

Le Bas Centre, t: 01534 443600
 St. Saviour's Road, f: 01534 443699
 St. Helier, e: enquiries@fnhc.org.je
 Jersey JE2 4RP w: fnhc.org.je



Association of Jersey Charities
 membership no.115

Our ref:
 Please complete this form in BLACK pen.
 Note: A CV should NOT be used as a substitute.

Addendum to application for employment

Details entered in this part of the form will be held in the HR department.
 Access to this information will be withheld from the shortlisting panel.

Position applied for:

1. Personal details Please complete in BLOCK LETTERS	
Surname	Forename(s)
Contact address	
	Post code
Telephone (home)	Telephone (work) May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone (mobile)	Email address
I have five years (or more) continuous residency in Jersey <input type="checkbox"/> Yes <input type="checkbox"/> No If 'no' do you qualify under a different residency category?	

2. Criminal convictions
Please refer to the 'vacancy information' sheet to determine whether a Criminal Records check is required. If the position applied for is exempt from the provisions of Rehabilitation of Offenders (Jersey) Law 2001, all convictions / sanctions must be disclosed, including any which are deemed 'spent' under the law. Failure to disclose such convictions could result in withdrawal of the conditional offer or disciplinary action upto and including dismissal.
The UK Rehabilitation of Offenders Act, 1974 is not applicable in Jersey.
This information will be treated in strict confidence. You are advised that information regarding convictions will not necessarily disqualify you for consideration.
For posts that are subject to Criminal Records checks (Disclosure and Barring Service) – Do you have any spent/unspent convictions?
If yes, please detail the vacancy you are applying for, offence(s), including dates and the sentences(s) where relevant on a separate sheet and send in a sealed envelope marked 'private and confidential to the HR Officer, Family Nursing & Home Care (Jersey) Inc. Le Bas Centre, St Saviour's Road, St Helier, Jersey JE2 4RP

2(b). If you are applying for a post to work directly with children or adults you are required to provide the following information:
a) Are there any cases currently pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No
b) Are you currently or have you ever been the subject to any investigation or enquiry by the police, a statutory agency or any body, into abuse or neglect of a child or vulnerable adult or other inappropriate behaviour? <input type="checkbox"/> Yes <input type="checkbox"/> No
c) Are there any reasons why you should be considered unsuitable to work with children or vulnerable adults? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answer 'yes' to any of the above questions we may contact you for further information

3. 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 employment contract.

I hereby confirm that I am not excluded from working with children / vulnerable people.

I accept that employment will be subject to satisfactory pre-employment checks and will be subject to receipt of acceptable evidence of identity and of professional qualifications (if required for the post).

Your personal information is collected for the purposes of administering your application for employment with us. Your information will not be disclosed to any third party without your prior consent. The processing of this information will comply with Jersey's Data Protection Law 2005, which protects your privacy and access rights.

Completed by (applicant's name)	Applicant's signature	Date
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Please return this form to:

Human Resources Department
Family Nursing & Home Care
Le Bas Centre,
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St. Helier,
Jersey JE2 4RP

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Family Nursing
& Home Care