



APPLICATION FORM

POST APPLIED FOR (Job Title):

Date of Application:

*Please read the guidance notes on page 8 before completing this form.
Please write clearly in black ink or type, as this form will be photocopied.*

PERSONAL DETAILS

Title

First Name(s):-

Last Name:

Address:

Work Tel No:
(if convenient to receive a call)

Home Tel No:

Mobile No:

Post Code

Email:

Do you have the legal right to live and work in Jersey?

Yes No

Is this subject to having a work permit?

Yes No

Do you have a current driving licence?

Yes No

Details of any endorsements:

Do you have use of an insured vehicle during working hours?

Yes No

Have you had a DBS check within the last 3 years?

Have you completed Foundation Safeguarding Training within the last 3 years?

Yes No

You will need to produce photographic ID and proof of the above if you are selected for the role.

CURRENT (or most recent) EMPLOYMENT / VOLUNTEER WORK	
*Please indicate if you are happy for us to contact your most recent employer <input type="checkbox"/> YES <input type="checkbox"/> NO	
Name of Employer: Address: Post Code Telephone No: Date Started: Date Left (where applicable)	Job Title/Post Held: Current Salary: Notice Required: Reason for leaving / wishing to leave:
Brief description of main duties/responsibilities:	
REFERENCES	
<i>Please supply the names and addresses of two referees; one should be your current or most recent employer (someone who knows you in a professional or training/education context) and the other a personal reference. Please refer to Application Form Guidance before completing.</i>	
Referee No 1 Current/most recent Employer/Volunteer Work	Referee No 2 Personal Reference
Job Title: Company Name: Address: Telephone Number: Fax Number Email: Relationship:	Job Title: Address: Telephone Number: Fax Number: Email: Relationship:
I hereby authorise you to take up references from my present Employer, my previous Employer(s) or the people that I have submitted as personal referees. In addition, I hereby authorise you to take up other reference checks, as you may deem appropriate.	
Signed	Dated

PREVIOUS EMPLOYMENT

Please give details of your full employment history, detailing any periods of unemployment and unpaid/voluntary work (most recent first). Continue on a separate sheet if necessary OR attach a CV.

Dates From To	Name and address of organisation	Telephone and contact	Job/Role and brief description of duties	Reason for Leaving

EDUCATION, QUALIFICATIONS & TRAINING

Secondary/Further

From	To	Qualification results with grades	School/College/University

Academic/Professional

From	To	Qualification results with grades	School/College/University

Other training courses attended e.g. in-service training

From	To	Qualification results with grades	School/College/University

Please continue on a separate sheet if necessary

PERSONAL STATEMENT

Please use this section to support the information that you have already provided regarding your suitability for this post and how you meet the requirements of the post. Include everything that is relevant (such as training and experience gained through out-of-work activities) as concisely as possible. Continue on a separate sheet(s) if necessary. You may include details of other paid/unpaid work, voluntary work and work at home, committee experience/activities and any relevant hobbies etc.

Please continue on a separate sheet if necessary

SAFEGUARDING STATEMENT

Caring Cooks is committed to safeguarding and promoting the welfare of its clients and expects all employees and volunteers to share this commitment.

ADDITIONAL INFORMATION

Do you have a disability as defined by 1995 Disability Discrimination Act | Yes No

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process

DECLARATIONS

Caring Cooks is committed to safeguarding the welfare of our clients. Your successful and continued employment/volunteer work with us may be subject to: Enhanced Disclosure Barring Service Checks, a Jersey Police Check and any such other checks that are reasonable for the role which you undertake

Please provide details of any criminal convictions recorded against you. You may be asked to complete an additional form to enable us to undertake a police check if you don't already hold a valid one.

CRIMINAL CONVICTIONS

Please answer the following:

Have you previously used, or do you currently use, any other surname(s)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If YES, state the other surname(s) you use(d):

Do you have any criminal records to declare? (this includes criminal convictions or police cautions spent or otherwise)	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If YES, when did this take place?

Are there any current criminal proceedings against you? (This includes any cautions, bind-overs, police warnings or pending prosecutions.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If you answer yes to any of the questions on the previous page and you will be expected to provide details of the conviction(s) or offence(s) in a sealed envelope marked 'private and confidential'. If you are not short-listed the envelope will be securely destroyed.

Please note that it is a condition of your employment that you inform Caring Cooks if you are convicted of any criminal offence (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment.

DATA PROTECTION

I understand that the information contained in this form is personal data, which will be held in paper and on computer, and, if I am appointed, further information about me may be held in both formats for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection (Jersey) Law 2018.

I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information on this application being correct. I understand that providing false information with regard to this application shall disqualify me from such appointment, or if discovered after employment, may lead to my dismissal.

I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information on this application being correct. I understand that providing false information with regard to this application shall disqualify me from such appointment, or if discovered after employment, may lead to my dismissal.

Signed: _____
Date: _____

Please return this completed form marked confidential to:

Melissa Nobrega, Chief Executive
PO Box 217, St Helier, Jersey JE4 8SB
Tel; 07797 728807
melissa@carincooksofjersey.com

GUIDANCE on completing an application form

Please read these notes carefully as they have been written to help you make the best of your application.

General

- The decision to short list you for an interview will be based solely on the information you provide on the application form. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.
- Always complete your application form in black ink or type, and keep a photocopy of your completed application form before returning it to Caring Cooks. You may find it helpful to do a rough draft first.
- The job description describes the essential knowledge, experience / professional qualifications which you will need in order to do the job. You need to demonstrate that you have these skills and that you understand and are committed to equality and diversity.

Personal Details

Complete this section fully and clearly. All successful applicants will be required to produce documentary evidence of their eligibility to work in Jersey. Verification of identity is required before confirmation of appointment.

Present or most recent employment

It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, addresses and other requested details.

References

Your first referee should be your current or most recent employer. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children or vulnerable people, a reference may be sought from your most recent previous employer where you were working in this capacity.

Previous employment

Include here any relevant work experience, including part time or work undertaken on a voluntary basis in this section, starting with your most recent experience. Ensure you put in full details of dates, names and addresses and your job title. You will need to explain any gaps in your employment.

Education, Qualifications and Training

Ensure that you give all the information requested. Proof of qualification is required before the appointment is confirmed.

Personal Statement

This is an important part of the application form and is your opportunity to explain how you meet the person specification for the post. You should demonstrate your skills, knowledge and experience and give short examples. Please include experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief.

Additional Information – Disability

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made.

Disclosure of a criminal record

In the event of a successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a senior member of staff. As a minimum, the following will have been taken into account:

- Whether the conviction or information was disclosed during the application stage;
- Whether the conviction or information revealed is relevant to the job;
- How long ago the offence(s) took place;
- The candidate's age at the time of the offence(s);
- The number and pattern of offences;
- Any other relevant circumstances

No decision will be made until your explanation and the above issues have been considered. All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties.