

Application Form – Private & Confidential

To assist in the recruitment process, please complete the following information. If a question is not applicable, please indicate.

Please note that copies of certificates and proof of final salary will be required at induction:

Personal details

First Name(s): _____ Surname: _____

Known as: _____ Title: _____ Date of Birth: _____

Address: _____

Post code: _____ Home telephone: _____

e-mail address: _____ Mobile telephone: _____

Nationality: _____ Date of arrival in Guernsey _____

Current housing status:

Do you hold a current Right to work document? YES/NO

Please state your current housing status, ie Declaration of Lawful Residence/En famille/Housing licence (please include expiry date)

Position applied for:

How might your previous experience meet the requirements of the role applied for?

Data Protection Act

The information provided will be input onto a computer and will only be used for application processing and monitoring purposes.



How did you hear about this position? Please tick

Agency

Friend/colleague

Advertisement

Website

Employment details

Current employer: _____

Start date: _____ Current job title _____

Base salary: _____ Bonus amount & date paid _____

Salary expectations _____ Notice period _____

Current benefits: (please delete/state details as applicable)

Pension: Contributory/non-contributory and percentages _____

Private health insurance: type of scheme and level of cover _____

Holiday entitlement _____ Share Scheme _____

Additional benefits: _____

Qualifications (please give details of qualifications relevant to the role you are applying for)

Do you have a claw back agreement in place relating to the costs incurred in obtaining these qualifications? YES/NO

If Yes, please give details:

Reference details

Please provide the names and contact details of two employment references, including your most recent employer/tutor. These will not be contacted without your prior consent.

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Referee 1:

Name: _____ Position in the Company _____

Company _____

Address: _____

Reference details continued:

Referee 2:

Name: _____ Position in the Company _____

Company _____

Address: _____

During the last 12 months approximately how many days sickness absence have you had? _____

Criminal reference

An up to date copy of your Police Clearance Certificate will be required at induction. Please keep the receipt to enable us to re-imburse you on joining the company.

Hobbies and interests:

Declaration

It is understood and agreed that any misrepresentation by me on this form will be sufficient cause for cancellation of this application and/or if I have been employed, termination of employment from Legis Corporate Services Limited.

Name _____ Signature _____

Date _____

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