

# APPLICATION FORM FOR THE GUERNSEY CIVIL SERVICE

**Please complete this form rather than enclosing a copy of your C.V.**

**Data Protection Statement**

The data collected on this application form will be held in accordance with the Data Protection (Guernsey) Law 2001 and will be used by the States of Guernsey only for purposes of recruitment/selection and employee administration. It will not be disclosed to any third party unless required by statute or by obtaining your express consent.

Application for appointment as:

Department:

**PERSONAL DETAILS**

Surname:  
and  
Title:

Forename(s):

Home Address:

Home Telephone Number:

Work Telephone Number:

Mobile Number:

e-mail address:

Do you have a valid Right to Work Document? YES/NO

If you are selected for interview, you will be required to produce the original of any Right to Work Document.

Type and reference number of Right to Work Document:

Expiry date (if any) of Right to Work Document:

**For Official Use**

Interview

Date:

Time:

Venue:

Applicant  
advised

References  
obtained

Vacancy  
Number

Application  
number

**SECONDARY EDUCATION**

<u>Schools Attended</u>	<u>Dates Attended</u>		<u>Qualification/s, grade/s obtained and dates</u> <i>(Please indicate examinations to be taken/grades awaited)</i>
	From	To	

**FURTHER EDUCATION**

<u>Colleges / Universities Attended</u>	<u>Dates Attended</u>		<u>Qualification/s and grade/s obtained</u>
	From	To	

**TRAINING AND DEVELOPMENT** *(Please include in-house training courses, technical, professional and specialist training together with qualifications obtained).*

<u>Course Attended and Dates</u>	<u>Course Attended and Dates</u>

Should you be successful you may be asked to provide evidence of any relevant qualifications gained.

**PRESENT EMPLOYMENT**

<u>Position Held</u>		<u>Employer or States Department (if Civil Servant)</u>		<u>Date of Appointment</u>
<u>Current Salary</u>	<u>Grade (if Civil Servant)</u>	<u>Additional Allowances</u>	<u>Is Position Pensionable?</u>	<u>Period of Notice Required</u>
			YES / NO	

**INTERNAL STAFF ONLY**

Are you a member of the Established Staff? (please see your appointment letter for confirmation) YES / NO

Is your Housing Licence attached to your current post? YES / NO

**PREVIOUS EMPLOYMENT**

<u>Position Held</u>	<u>Employer or States Department (if Civil Servant)</u>	<u>Dates</u>	
		From	To

**REFERENCES**

1). EXTERNAL APPLICANTS: You may approach my present employer at this stage. YES/NO

2). INTERNAL APPLICANTS: Internal references will be taken up from your existing line manager as a matter of course. (Please complete Section 1 only)

1. **NORMALLY THIS SHOULD BE YOUR PRESENT EMPLOYER**

(For existing Civil Servants, please give name and contact details of your line manager)

Name:  
Position:  
Address:

Telephone Number:  
Fax Number:  
e-mail address:

2.

Name:  
Position:  
Address:

Telephone Number:  
Fax Number:  
e-mail address:

**HEALTH RECORD**

Are you in good health? YES / NO

Have you had any serious illness requiring medical consultation or admission to hospital in the last two years? YES / NO

Have you any health problem which might interfere with work? YES / NO

How many days have you been absent from work through sickness in the last two years? \_\_\_\_\_ days

How many spells of sickness absence have you had in the last two years? \_\_\_\_\_ spells

***PLEASE USE THIS SECTION TO GIVE INFORMATION WHICH DEMONSTRATES HOW YOU MEET THE KEY CRITERIA FOR THE POST, AS STATED ON THE JOB DESCRIPTION.***

***(YOU MAY WISH TO INCLUDE DETAILS OF EXPERIENCE/SKILLS GAINED THROUGH HOBBIES/ INTERESTS AND LEISURE ACTIVITIES)***

I DECLARE that the information contained in this form is true and complete to the best of my knowledge and belief. I understand that should I make a false statement regarding my history by completing this form incorrectly I will, if appointed, be liable to termination of my contract with or without notice.

Signature of Applicant:

Date:



*Please  
return  
to:*

Head of Human Resources,  
Policy Council, Sir Charles Frossard House,  
La Charroterie, St Peter Port, Guernsey, GY1 1FH



## **Guidance Notes for Applicants**

### **Completing the Application Form**

- Before completing this form please ensure that you have read and understood the job description and key criteria for the post.
- Use the form to explain how your **skills, abilities, experience and qualifications** compare with the key criteria and provide supporting evidence and examples to demonstrate how you meet them.
- If you have insufficient space please continue on a separate sheet and attach it to your form.
- Please complete all sections of the form instead of sending a CV as a substitute.
- Please remember to sign the declaration at the end of the form to certify that all the information given is correct.

### **Procedure Following Application**

- We will acknowledge receipt of your application.
- Shortlisting will take place as soon as possible after the closing date. Shortlisting decisions will be based on the information provided on the application form in relation to the key criteria.
- If you have been shortlisted we will confirm this in writing together with arrangements for the interview.
- Applicants who are not shortlisted will be advised in writing
- References for shortlisted applicants are normally sought prior to interview unless indicated to the contrary on the application form. All appointments are conditional upon receipt of satisfactory references.
- Applicants will be advised of the outcome of their application as soon as practicable after the interview.

### **For Applicants with Special Needs**

- If there are any reasonable adjustments that you require in terms of arrangements for the interview, please discuss these with the contact named in the advertisement for the post or contact the Human Resources Unit at the Policy Council.
- Please note that the Human Resources Unit administers a fund to support the employment of people with special needs to assist Departments in making reasonable adjustments in the workplace. If you have special needs in terms of your working environment please discuss with the contact named in the advertisement or contact the Human Resources Unit at the Policy Council.

### **Care Workers**

- For staff working with children and vulnerable adults, employment data will be held on the Register of Care Workers (Guernsey).

If you would like to seek clarification on any point please contact the Human Resources Unit, Policy Council on tel:(01481) 717001, fax (01481)713884, e-mail :hr@gov.gg.