



## JOB APPLICATION FORM

(Confidential)

### PART A – Personal Details

Job Applied For	Reference	Date

First Name	
Last Name	
Date of Birth	

	Home	Work
Telephone		
e-Mail Address		
Home Address		

	Yes	No
Do you have St Helena status?		
Do you hold a full Driving Licence?		
If yes, for which classes of vehicles?		

***If you have any questions about this form or would like help to complete it, please call 22255.***



### Criminal Convictions

It is the policy of Connect Saint Helena to apply for a Criminal Records Bureau check on all employees. **Please give the name of the local police authority from which you will be able to obtain confirmation of any criminal record if you are offered a job.**

### Disability

	Yes	No
--	-----	----

Do you consider yourself to have a disability?		
--	--	--

If yes, which of the following do you have difficulty with?

Moving?		
---------	--	--

Communication?		
----------------	--	--

Hearing?		
----------	--	--

Eyesight? (not applicable if corrected by glasses)		
--	--	--

Learning?		
-----------	--	--

Other? (please specify)		
-------------------------	--	--

### References

#### I give / do not give permission for my referees to be contacted prior to an interview

Please give the names and contact details of two people who we can ask to give a reference for you. They should not be family members. One of the referees should be your current or last employer or a tutor

Name		Name	
Home Address		Home Address	
Telephone		Telephone	
e-Mail Address		e-Mail Address	

### Declaration

I confirm that the information given in Parts A, B and C of this form is correct. I understand that any job offer is subject to: references and checks on employment eligibility, criminal convictions and a medical report. Permanent employment is subject to satisfactory completion of a probationary period.

Signed	Date
--------	------

# JOB APPLICATION FORM

(Confidential)

## PART B – Application

Job Applied For	Reference	Date

## Education & Training

Examination Results & Qualifications			
Institution	Qualification	Grade	Date
Other Training courses attended			

## Current or last job

Name of current/last employer	
Job Title	
Start Date	
Reason for leaving or wanting to leave	
Please tell us about your duties and the skills you have used doing this job.	



## Previous Employment History

Name of Employer	
Job Title	
Dates (from/to)	
Reason for leaving	
Please tell us about your duties and the skills you have used doing this job.	

Name of Employer	
Job Title	
Dates (from/to)	
Reason for leaving	
Please tell us about your duties and the skills you have used doing this job.	

Name of Employer	
Job Title	
Dates (from/to)	
Reason for leaving	
Please tell us about your duties and the skills you have used doing this job.	

Name of Employer	
Job Title	
Dates (from/to)	
Reason for leaving	
Please tell us about your duties and the skills you have used doing this job.	



### Reasons for Application

Please tell us why you are applying and why you think you are the right person for the job. Refer to the job description and explain how you think your experience and skills are relevant to this job. You may continue on a separate sheet.


***Thank you for your interest in Connect Saint Helena and for taking the time to complete this application form. We will contact you as soon as possible after the closing date to advise you whether or not you have been selected for an interview.***

--