

The Shelter Trust (the "Trust") - Application Form

Please do not type on this form as this could lead to your application being automatically rejected. The form is to be completed in your own handwriting. Supporting CV's are not accepted and enclosing a CV with your application may lead to your application being rejected. Applications received after a listed or advertised closing date will not normally be considered.

Post Applied for

Closing Date
(if applicable)

Interview Date
(HR completion)

Personal Information

Details entered on this part of the form, 'Personal Information', will be held by HR. Access to this information will be withheld from the shortlisting panel.

First
Name

Surname/Family
Name

Address

Town/City

Country

Postcode

Home telephone

Work telephone

Preferred telephone to be contacted on

Email address

Driving Licence – if relevant to post applied for

Yes

No

Do you hold a full, clean driving licence valid in Jersey?

Residential Status

Please tell us about your residential status. For further information, please visit www.gov.je/registrationcards

Please tick as appropriate, are you?

Entitled (someone who has lived in Jersey for 10 years)

Licenced (someone who is an 'essential employee')

Entitled to Work (someone living in Jersey for the last 5 years or married to an Entitled, Licensed or Entitled to Work person)

Registered (someone who doesn't qualify under the above categories)

Safeguarding

**This section of the application form will only be viewed by those who need to see it as part of the recruitment process.
Any information disclosed will be treated as strictly confidential.**

To protect certain groups of the community and where the role involves a position of trust and tasks performed defined as 'regulated activity' (including but not limited to, the role of Support Worker, Relief Support Worker, Project Manager and Assistant Manager), an Enhanced Disclosure and Barring Service (DBS) Check is required. The DBS Check helps Employers make safer recruitment decisions and prevent unsuitable people working with vulnerable groups, including children.

For further information on DBS and the definition of 'regulated activity', please refer to:
<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

A number of positions and professions are exempt from the Rehabilitation of Offenders (Jersey) Law 2001, including the role of Support Worker, Relief Support Worker, Project Manager and Assistant and, any other such roles confirmed to you at application and/or interview stage. Therefore, under the associated Exceptions Regulations of 2002, which includes employment within positions of trust, the potential new employer, The Shelter Trust, is entitled under this legislation to ask applicants for details of 'spent' and 'unspent' convictions. If you have criminal convictions, read the criminal conviction filtering guidance before answering the questions on safeguarding in this section of the Application Form:
<https://www.gov.uk/government/collections/dbs-filtering-guidance>

The Shelter Trust aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit. The Trust undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared whereby management do not believe the declared information involves a risk to staff or its service users which is relevant to the position being applied for. Answering 'yes' to the question(s) below will not necessarily bar an applicant from appointment. This will depend on the relevance of the information provided in respect of the nature of the position for which you are applying and the particular circumstances.

In your application for the role, you will be required to confirm in signing the declaration at the end of this application that you are not excluded from working with children or other vulnerable people in a position of trust. In addition, you accept that the Trust is required to complete a DBS Check on you.

Are you currently bound over or do you have any current 'unspent' convictions or cautions (including reprimands or warnings) that have been issued in Jersey, the United Kingdom or other country? Yes No

If yes, please give details / dates of offence(s) and sentence:

Safeguarding cont.

Are there any criminal or other investigation cases pending against you?

Yes

No

If yes, please give details:

Do you have any 'spent' convictions? Reminder: refer to:
www.gov.uk/government/collections/dbs-filtering-guidance

Yes

No

If yes, please give details

Employment History

Please record below the details of your full employment history beginning with your current or most recent first.

Months since most recent employment ended (if applicable)

Current/most recent employer (reference always required)

Employer Name

Employer Address

Type of Business

Reporting to (job title)

Your Job Title

Department/Section

Start Date

End date

Grade/Salary

Period of Notice

|

Duties/Responsibilities

Reason for leaving
(if applicable)

Previous Employment

Do you have gaps of more than 4 weeks in your employment history?

Yes No

If you have answered 'yes' above, please state the reason(s) for the gaps

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Name of Employer

Address

 Postcode

Job title

Duties/Responsibilities

Start Date End Date

Reason for Leaving:

Name of Employer

Address

 Postcode

Job Title

Duties/Responsibilities

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Start Date

End Date

Reason for Leaving:

Name of Employer

Address

Postcode

Job Title

Duties/Responsibilities

Start Date

End Date

Reason for Leaving:

Name of Employer

Address

Postcode

Job Title

Duties/Responsibilities

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Start Date

End Date

Reason for Leaving:

Name of Employer

Address

Postcode

Job Title

Duties/Responsibilities

Start Date

End Date

Reason for Leaving:

Education and Professional Qualifications

Please list all relevant qualifications; please also indicate subjects / qualifications currently being studied. Qualifications disclosed may be subject to a satisfactory check.

| Subject/Qualification | Grade/Result |
|-----------------------|--------------|
| | |

Membership of Professional Bodies

Please give details regarding any relevant professional registrations or memberships. This information may be subject to a satisfactory check.

| Name of Awarding Professional Body | Current Registration Status |
|------------------------------------|-----------------------------|
| | |

Continue on a separate sheet if necessary

Relevant Training Courses Attended

Please provide details regarding relevant training courses that you have attended or currently undertaking together with the date completed or to be completed by.

| Course title | Training Provider | Duration and Year Completed |
|--------------|-------------------|-----------------------------|
| | | |

Continue on a separate sheet if necessary

Personal Statement

In this section please include your reasons for applying and take the opportunity to highlight your particular talents and strengths, what you feel you can personally offer to the role applied.

Please specify below any dates you will be unavailable for interview in the next 8 weeks:

How did you find out about this vacancy?

Continue on a separate sheet if necessary

References

All offers of employment and/or engagement are subject to the receipt of satisfactory references. Please provide the names and full contact details of the people you consent to the Trust contacting where an offer of employment is made to you and subsequently accepted by you. References must include your present employer and most recent previous employer. References must include at least two positions with separate employers, and, as a minimum, cover a period of 3 years' employment and/or training/education history, where this is possible.

Referees may be your line/department manager/HR, or someone in a position of responsibility for any work or placement undertaken by you. If you are a student or trainee, this should include a teacher/tutor at your education institution.

If you have not been in employment for a considerable amount of time but have had previous employment, then you should seek one reference from your last employer and a personal reference from a person standing within your community, for example, doctor, solicitor etc. The person listed to provide a personal reference must not be related to you, or have any financial arrangement with you.

In supplying the below information, you are providing your consent for the Trust to contact these individuals where an offer of employment is made and accepted by you.

| Referee 1 | | Referee 2 | |
|---------------------------------|--|---------------------------------|--|
| Name: | <input type="text"/> | Name: | <input type="text"/> |
| Position (job title): | <input type="text"/> | Position (job title): | <input type="text"/> |
| Work Relationship: | <input type="text"/> | Work Relationship: | <input type="text"/> |
| Organisation: | <input type="text"/> | Organisation: | <input type="text"/> |
| Address: | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Address: | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| | <input type="text"/> Postcode <input type="text"/> | | <input type="text"/> Postcode <input type="text"/> |
| Telephone N^o: | <input type="text"/> | Telephone N^o: | <input type="text"/> |
| Email: | <input type="text"/> | Email: | <input type="text"/> |

Declaration

I hereby declare that the information I have provided in this application form is true and complete to the best of my belief. I agree that any deliberate omission of relevant information, falsification or misrepresentation in the application form may be grounds for rejecting the application or dismissal if employed/engaged by the Trust. I understand and consent that the Trust can make enquires to verify these details.

In addition, I am aware and accept that due to the nature of the position I have applied for, I may be subject to an Enhanced Disclosure Barring Service (DBS) Check; as per the information contained within the section headed 'Safeguarding'. I further confirm that I am not excluded from working with children or other vulnerable people. In completing the section headed 'References', I have provided written and signed consent for the Trust to contact the individuals listed should an offer of employment/engagement be made and accepted.

Please note that forms completed without a signature will automatically be rejected.

Signed:

Date:

The Trust will adhere to the Data Protection (Jersey) Law 2018 in relation to the information you have provided.

Returning this form



By hand, post or email to:

Josephine Scott
HR Manager
The Shelter Trust
3rd Floor, Charles House
Charles Street, St Helier
JE2 4SF

Enquiries: Josephine Scott
Telephone: 01534 608 948

Handwritten applications may be scanned and emailed
to: josephinescott@shelter.org.je