**Job Application Form**

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Full name of applicant :

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Application for employment as :

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Closing date for vacancy :

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**Guidance notes**

All information on this form will be treated as strictly confidential. Data Protection (Jersey) Law 2018. We process personal data relating to those we employ to work. We do this for employment purposes, to assist in the running of the organisation &/or to enable individuals to be paid. We will not share information about you with third parties without your consent unless the law requires us to. Please make sure you clearly state for which role you are applying for & specifying the hours.

**Personal Details**

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Address :

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Post Code :

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Do you have use of a mobile phone? (Yes / No)

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Telephone (home, work, mobile) :

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Social Security number :

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Date of birth :

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Email :

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Do you hold a current clean driving licence? (Yes / No)

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Do you have use of a vehicle during working hours? (Yes / No)

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How many hours are you looking for on average per week? (0 – 10, 10 – 20, 20 – 30, 30+)

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Residential Status, “Entitled” Have you lived in Jersey for 10 consecutive years? (Yes / No)

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Residential Status, “Entitled to work” Have you lived in Jersey for 5 consecutive years? (Yes / No)

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Do you have any relationships, or close friendships with existing Autism Jersey employees, Autism Jersey clients or their relatives? (Yes / No)

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Autism Jersey welcomes applications from candidates who have a disability & will interview all who also meet the essential criteria to do the job. Do you consider yourself to have a disability (as defined by the Discrimination (Jersey) Law 2013))? (Yes / No)

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Should you be located off island, please circle yes if this interview needs to be held via Teams call

(Yes/No)

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**Present Employment**

Provide details of your present or most recent position if currently unemployed.

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Name & address of employer :

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Nature of business :

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Job title :

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Starting date :

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Date of leaving (if appropriate) :

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Main duties & responsibilities :

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Salary & benefits :

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Period of notice :

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Reason for wishing to leave :

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**Previous Employment**.

Provide full details of previous employment. - Most recent first

(Please account for gaps such as full-time education, raising children etc.)

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| --- | --- | --- | --- | --- |
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| Name & address of employer | From / to | Job title | Salary & benefits | Reason for leaving |
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**Education, Qualifications & Training**

**Secondary Education -** Most recent first.

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| Name & address of school/college | Subject/course name | From / to | Examinations taken(Include date, level, grade) |
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**Further Education**

Most recent first. - University, College, Part-time or Work-Related Courses.

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| Name & address of establishment | Subject/ course name | From / to | Examinations taken(Include date, level, grade) |
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**Membership of Professional Organisations & Institutions**

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| Names | Dates attained | Membership status | By examination? |
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**Additional Information**

Please state why you want this job.

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| Provide details of your skills, knowledge & experience & explain why you feel they are relevant to your application. (Please relate this information to the Job Description & Person Specification.)  |
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**Times available to work**

Please note that whilst we try to accommodate preferential times, if the need arises staff may need to work on some weekends & bank holidays due to the nature of the role.

Please detail below any times you are unavailable to work Monday-Sunday due to regular commitments i.e., childcare, or additional roles.

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**Interests / Activities**

Please tell us about your interests & activities.

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**Referees**

Due to the nature of some of our roles, we reserve the right to contact any previous employers. Please inform us if you do not wish us to do this. (References will only be taken up if you are invited for interview)

**Please provide details of 2 people to whom you are not related & to whom a reference can be made. It should be your current or last employer**. Character references are only accepted if you do not have two previous employers.If you were previously/or are currently employed through an Employment Agency please list them as your referee.

**Referee 1 –**

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Name:

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Job title:

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Email:

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Address:

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Post Code:

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Can we contact prior to interview? (Yes / No)

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**Referee 2 -**

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Name:

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Job title:

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Email:

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Address:

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Post l Code:

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Can we contact prior to interview? (Yes / No)

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**How did you hear about this vacancy? *(JEP, Social Media, Radio Advertising, Gov.je, Other)***

**If you have selected other please give details:**

**Declaration**

I confirm that the above information is correct & fully understand that misleading statements, deliberate omissions, or inclusion of incorrect details may be sufficient to cancel any employment offer or result in dismissal.

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Signed:

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Date:

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Please email completed form to **HR@autismjersey.org** or return by post marked confidential to: Human Resources Department, Autism Jersey, Century Buildings, Patriotic Place, St Helier, Jersey JE2 3AF.