



ST HELENA GOVERNMENT

JOB APPLICATION FORM

(CONFIDENTIAL)

Part B: Application Form

POST TITLE/GRADE APPLIED FOR...	REFERENCE:	DATE:

EXAMINATION RESULTS/QUALIFICATIONS OBTAINED			
Please list examinations passed, with subjects, grades & dates.			
List any other professional qualifications			
Institution	Qualification	Grade	Date
Candidates will be required to bring copies of certificates if invited to interview. Please continue on a separate sheet if necessary.			

EMPLOYMENT HISTORY

Please list jobs held, starting with your present or last employment. Include any temporary jobs.

Dates (From/To)	Name of Employer	Position Held	Nature of Duties (Please give a brief outline of duties, and list your reason for leaving)

Please continue on a separate sheet if necessary

REASONS FOR APPLICATION

Please give brief details of experience, training, or skills (including voluntary work) that may be relevant to the post.

Please refer to the person specifications and job description. PLEASE DO NOT INCLUDE A CV.

Please continue on a separate sheet if necessary

SPARE TIME ACTIVITIES
Please describe briefly what you do in your spare time (sports, hobbies, membership of societies or voluntary activities)

REFERENCES- I give/do not give permission for my referees to be contacted prior to an interview.			
Please give the names & addresses of TWO people who can be asked to give reference to you. They should not be family members. One should be your present or last employer (if applicable), or a tutor.			
NAME		NAME	
HOME ADDRESS		HOME ADDRESS	
Tel No.		Tele No.	
Email Address		Email Address	

Do you have a current full driving licence?	Yes	No
For what class/es of vehicle?		

Part C: (CONFIDENTIAL)

CRIMINAL RECORD (A) (Please complete this section if you are applying for any job that falls outside of the categories listed in CRIMINAL RECORD (B) below.)		
Do you have a criminal record?	Yes	No
Please note that you are not under any obligation to disclose spent convictions.		
For any other convictions, please give details on a separate sheet and place in an envelope mark 'CONFIDENTIAL' to the Chief Human Resources Officer .		

CRIMINAL RECORD (B) (Please complete this section if you are applying for any job that falls within the categories listed below.)		
The following categories of employment are exempted from the Provisions of the Rehabilitation of Offenders Act 1974:		
* work involving matters of national security (e.g. Police, Communications Officer)		
* work that brings the person into contact with vulnerable groups - young people, disabled people, elderly people, sick people, mentally infirm people (e.g. most posts in Education Department and Public Health & Social Services Department)		
* Professions have legal protection (e.g. Nurses, Accountants, Auditors)		
* posts concerned with the administration of justice (e.g. Legal Officers)		
* health service appointments (Doctors, Dentists, Consultants)		
Do you have a Criminal Record?	Yes	No
You are obliged to disclose all criminal convictions and/or formal Police cautions, spent or unspent , on a separate sheet in an envelope marked 'CONFIDENTIAL' to the Chief Human Resources Officer .		

VETTING CERTIFICATE/CRIMINAL RECORDS BUREAU (CRB) CLEARANCE	
Please give the name of local police authority from whom you will be able to obtain confirmation of criminal record details if an offer of employment is made.	