**JOB APPLICATION FORM**

**Part A**

**(CONFIDENTIAL)**



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| **PART A PERSONAL DETAILS AND EQUALITIES** |

**Section A - Please complete this section in its entirety**

**Monitoring Data¹**

**PERSONAL DETAILS**

**(Please use block capitals if you are submitting a handwritten copy. You are advised to complete all sections of this form).**

**PLEASE DO NOT ATTACH A CV.**

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| --- |
| **POST TITLE/GRADE APPLIED FOR…** |
|  |
| **REFERENCE** *(for office use only)* | **DATE** |
|  |  |

|  |  |
| --- | --- |
| **Title (Mr/Ms/Mrs/Miss/etc.)** |  |
| **First Name** |  | **Last Name** |  |
| **Home Address** |  |
| C**urrent Address** *(if different to the above)* |  |

|  |  |
| --- | --- |
| **Telephone No. (Home)** |  |
| **Telephone No. (Work)** |  |
| **Mobile No.** |  |
| **E-mail Address** |  |
| **Skype address** |  |

 The information requested in Part A of the form is required for monitoring purposes only, this Part will be detached prior to shortlisting/sifting procedures.

**Do you consider yourself to have a disability, within the following definition?**

**Do you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** |  |  | **No** |  |

**If yes, please tick/list any of the following that you have difficulty with.**

|  |  |
| --- | --- |
| Moving  |  |
| Communication  |  |
| Hearing. |  |
| Eyesight |  |
| Learning  |  |
| Other *(please specify)* |  |
|  |  |

*\* If this is corrected by spectacles, this is not usually considered to be a disability*

**Are there any arrangements that would need to be made to allow you to attend an interview?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** |  |  | **No** |  |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** |  |  | **No** |  |

**Do you have St Helena Status?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **M** |  |  | **F** |  |

**Gender**

|  |
| --- |
|  |

**Passport Number:**

|  |
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|  |

**Nationality:**

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**Section B – Please complete this section if you are applying for an accompanied post, or would require a work permit to take up employment in St Helena.**

**If you were to be successful for this post, would you be accompanied by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** |  |  | **No** |  |

Spouse/Partner

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** |  |  | **No** |  |

Child/Children

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** |  |  | **Ages** |  |

If so, please indicate number of children and their ages

**Do any of your accompanying dependants indicated above have a physical or mental impairment? If so, please provide an explanation of the impairment and the kind of support, if any, which would be required:**

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**Section C**

**C1**

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| --- | --- | --- |
| **Please give details of any (professional) registration body, with whom you may be registered** *(if applicable to the post for which you are applying)* | Name |  |
| Registration No. |  |
| Registration Expiry Date  |  |
|  | Not applicable |  |

**C2 – Please complete C2 if you have answered yes to C1**

**Have you ever been subject to any disciplinary investigation or warnings? (this includes, but is not limited to, the investigations and/or warnings of previous employers, your current employer or professional/regulatory bodies)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** |  |  | **No** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** |  |  | **No** |  |

**Have you ever been dismissed from a post because of misconduct or resigned pending the resolution of any disciplinary proceedings or investigation?**

**If the answer is YES to either question please give details below:**

|  |  |
| --- | --- |
|  |  |

**C3 Have you been subject to a County Court Judgement (CCJ) or declared bankrupt?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** |  |  | **No** |  |

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**Section D – Disclosure of Criminal Convictions**

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| **CRIMINAL RECORD (A)** *St Helena Government is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees to share this commitment.**It is our policy to require all applicants for employment to disclose any unspent criminal convictions. The information you provide will be treated as strictly confidential and will be considered only in relation to the appointment for which you are applying.***All posts within the Public Service will be subject to a Basic Disclosure of UNSPENT convictions. All applicants must complete the following:** |
| **Do you have any unspent criminal convictions?** | **Yes** | **yes** |  | **No** |  |
| Please note that you are not under any obligation to disclose **spent** convictions. |
| **Offences including driving:** | **Date of conviction:** | **Sentence:** |
|  |  |  |
|  |  |  |
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| **CRIMINAL RECORD (B)** *There are a number of posts within SHG which are exempt from the provisions of the Rehabilitation Of Offenders Act 1974. It is likely the post you are applying for is exempt if it falls within the categories listed below and/or it involves work which brings you in regular contact with children, older people and all other vulnerable groups. If you are unsure please seek advice before disclosing unspent convictions.* *If you are applying for work in these areas you are required to state whether or not you have any criminal record, convictions, cautions, bindovers pending summons or prosecutions etc., against you whether or not they are regarded as 'spent'* **i.e. you must also disclose any conviction which is not spent under the terms of the Act.***Successful applicants for this type of work will also be subject to a Standard Disclosure as defined in our Vetting Policy.* *If the post is included in the Rehabilitation of Offenders Act Exemptions Order and in the Police Act 1997 (Criminal Records) regulations it will be subject to an Enhanced Disclosure. If the post is specifically listed in the Police Act 1997 (Criminal Records) regulations as being eligible to check the appropriate barred list(s) then it will be subject to an Enhanced plus Barred List Disclosure.* |
| Roles within the Police Service (including roles such as Prison Officers, Probation Officers, Immigration Officers)  |
| Roles that bring the individual into contact with vulnerable group, such as young people, disabled people, elderly people, sick people, mentally infirm people (most posts in the Education Directorate, the Social Care Directorate and the Health Directorate) |
| Professions that have legal protection (such as Accountants, Auditors) |
| Posts concerned with the judicial service and the administration of justice (such as Legal Officers) |
| Health Service and Social Work appointments (such as Doctors, Dentists, Pharmacist, Consultants, Social Workers, Therapists) |
| **Do you have any spent criminal convictions or cautions?** | **Yes** |  |  | **No** |  |
| **Offences:** | **Date of conviction:** | **Sentence:** |
|  |  |  |
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|  |

**Please state current/last salary**

**Proficiency in English Language.** Please indicate your level of fluency:

1= fluent 2 = moderate 3 = basic

|  |  |  |  |
| --- | --- | --- | --- |
| Read | Write | Speak | Understand |
|  |  |  |  |
|  |  |  |  |

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I hereby certify that all information given in Application Form Part A and Part B is true to the best of my knowledge and I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a medical report and a probationary period all of which must be deemed satisfactory.

**Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Note  *The application form should be signed at interview if it has been submitted electronically*.