



# APPLICATION FORM

Please complete this application form when applying for any Guernsey Post job vacancy. You may also wish to submit a CV and / or covering letter, but if you do please complete this form as well to assist us in the short-listing process. If you have any difficulties in completing this form please contact the HR Department on 01481 726241.

**Application for appointment as:**

**How did you hear about this vacancy:**

## PERSONAL DETAILS

Forename(s):

Surname:

Home Address:

Telephone (H):

Mobile:

Telephone (W):

E-mail:

May we contact you at work **Yes / No**

May we contact you by e-mail **Yes / No**

Preferred Pronouns:

## DRIVING LICENCE

Do you hold a valid drivers licence: **Yes / No**

If the post you are applying for requires a driving licence please enclose a copy of both sections of your driving licence with this application.

## RIGHT TO WORK

It is a condition of this employment that you are in possession of a valid Right to Work Document, obtainable from the States Housing Department. You will not be permitted to take up an appointment with Guernsey Post Limited until such a document is produced.

**Please attach a photocopy of your Right to Work Document.**

## POLICE CHECK

All positions within Guernsey Post Limited involve a screening procedure. You will need to obtain a Police Clearance Certificate prior to an offer of employment being confirmed. Details of relevant convictions can be found on the job description for the vacancy.

Disclosure of a criminal background will not necessarily debar you from employment, this will depend on the nature of the offence/s and whether the convictions are current. (The police check is not required to disclose spent convictions.)

**EDUCATION AND TRAINING**

Schools/Colleges Attended	Dates Attended		Qualifications Gained (e.g. GCSE, 'O' Levels, CSE, 'A' Levels) Grades and Dates
	From	To	
Further / Higher Education establishment attended	From	To	Course title and results
Other Training / Qualifications relevant to this post, with dates			

**HEALTH RECORD**

Are you in good health? **Yes / No**

What absences from work through sickness have you had in the last two years

Total days absent..... Number of occasions.....

If you have any medical condition or disability and require special arrangements during the recruitment process or subsequent employment then please contact the Human Resources department on 01481 726241 or write details here.

**PRESENT (OR MOST RECENT) EMPLOYMENT**

Present or most recent employer and address	Dates (month & year)		Position Held and Nature of Duties	Reason for leaving or wishing to leave
	From	To		

Current / most recent salary:

Period of notice required:

**WORK HISTORY**

Employer's Name and Address	Dates		Position Held	Reason for Leaving
	From	To		

Please use additional sheets if required

**REFERENCES**

Please give details of two people to whom we may apply for references.

**Present or most recent employer**

Name: Position held: Telephone: E-mail:	Address:
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**Second referee**

Name:

Address:

Nature of contact:

Telephone:

E-mail:

**May we contact your current employer to obtain a work reference?****Yes / No**

We will not contact your current employer without your permission, but will require this once a job offer is made. No offer of employment will be confirmed until the receipt of two satisfactory references.

**SUPPORTING STATEMENT**

In this section please demonstrate how your skills and experience meet the requirements of the job. (Use additional sheets if required)

**HEALTH AND DISABILITY**

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post (i.e. provide evidence on your application that you meet the level of skills, experience or qualification required).

I consider myself to have a disability and I would like to apply under the Guaranteed Job Interview Scheme.

## DATA PROTECTION PRIVACY PROMISE

The information provided on this form will be processed in accordance with the Data Protection (Bailiwick of Guernsey) Law 2017. The information will be used only for recruitment, selection and subsequent employment purposes and will not be shared with any other organisation.

**General Privacy Promise.** Please be assured that we will treat your personal information with the utmost care and will never sell it to other companies or use it other than as stated in our privacy promise. The personal information you provide us is used primarily to deal with your enquiries or provide the service and products you request. You can find further details of our privacy promise on our website at the foot of the Guernsey Post website home page: [www.guernseypost.com](http://www.guernseypost.com)

## DECLARATION

I declare that the information on this form is correct and complete and I understand that if any particulars I have given are found to be false or misleading, I may be regarded as ineligible for recruitment or dismissed after appointment.

**Signature of Applicant:**

**Date:**

Please return to: The HR Department, Guernsey Post Limited, Envoy House, La Vrangue  
St. Peter Port, GUERNSEY GY1 1AA