

# de Gruchy

The Islands' Store of Choice

## APPLICATION FOR EMPLOYMENT - Private and Confidential

Position Applied for:

Where did you hear about this vacancy?

Current Salary:

Date available to start work:

F/Time  P/Time  Sat

## PERSONAL DETAILS

Title:

Surname:

First Name:

Maiden Name:

Place of Birth:

Date of Birth:

Present Address:

Postcode:

Home Telephone:

Mobile or contact number:

Email Address:

Length of continuous residency on the island:

Please give details of any pre-booked holidays:

## EDUCATION

	Name and Address:	From:	To:	Qualifications passed/gained:	Date:
School:					
University/ College:					

## ADDITIONAL INFORMATION

What Period of notice does your employer require?

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**Please circle appropriate answer**

Do you have a full valid driving licence? Yes / No

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Do you own a car? Yes / No

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Have you suffered any serious illness which may affect your ability to work? Yes / No

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If yes please give details on a separate sheet.

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Have you ever applied to de Gruchy before? Yes / No

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If so, for what post? Date of application:

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Do you have relatives who work for de Gruchy? Yes / No

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If so please give details:

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## REFERENCES

Please give details of two individuals, preferably of two employers (one of whom must be your current or last employer), who may be contacted prior to a job offer being confirmed. If this is your first job, then please give the name of your school and / or work experience placement.

Name: 

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Title: 

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Address: 

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Tel: 

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Your relationship: 

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Name: 

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Title: 

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Address: 

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Tel: 

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Your relationship: 

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Have you ever been convicted of any criminal offence which is not yet spent as set out in the Rehabilitation Of Offenders Jersey Act. Yes / No

The Data Protection Jersey Law 2005 protects your personal information against unauthorised use or disclosure. The information in this form will be used solely for the purpose of your application. By signing this form you are consenting to the use of your personal information for the purpose of your application in line with your rights under the Data Protection Jersey Law 2005.

The information contained in this application is correct to the best of my knowledge. I understand that any false information given would lead to my dismissal if I am employed by the Company.

Signed: 

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 Date: 

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# CAREER DETAILS TO DATE - Please start with present / most recent employment

Dates\*

From	To	Name & Address of employer	Nature of business	Position held	Main duties & responsibilities	Reason for leaving	Salary

\*Please state month and year  
Continue on separate sheet if necessary

# TRAINING

Please give details of training you have undertaken during the course of your career, which would be relevant to the position applied for:

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Professional qualifications and membership details:

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Interests and activities (including positions of responsibility):

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Please state why you are applying for this position and what qualities / experiences you believe qualify you for the position:

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## EQUAL OPPORTUNITIES

de Gruchy is committed to the promotion of equality of opportunity for all its employees and those applying for employment. The company will not discriminate on the grounds of an individual's race, colour, religion, creed, sex, marital status or sexual orientation with regard to recruitment, promotion and other aspects of employment.

In order to monitor the effectiveness of the above policy, we need to record relevant information which can be analysed. Please therefore answer the following questions which will only be used for monitoring purposes.

Gender:  male / female

Date of Birth:

Social Security No:

Nationality:

Marital status:

Religion:

To which ethnic group do you belong:

Bangladeshi

Black African

Black Caribbean

Chinese

Indian

Pakistani

White

Other, please specify:

Do you have a disability:  Yes / No

If yes, please give details on a separate sheet.

## WHERE TO SEND YOUR FORM

**Personnel Department**

**A de Gruchy & Co Department Store**

**PO Box 18**

**46/52 King Street**

**St. Helier**

**Jersey JE4 8NN**