

Application Form – Private & Confidential

To assist in the recruitment process, please complete the following information.
 If a question is not applicable, please indicate.

Please handwrite your responses to all questions.

Please note: that copies of certificates and proof of final salary will be required at induction.

PERSONAL DETAILS			
First Name(s):		Surname:	
Date of birth:		Title:	
Nationality:		Date of arrival in Guernsey:	
Address:			
	Post Code:		
Home tel No:		Mobile tel No:	
Email address:			

APPLICATION DETAIL	
Full title of position applied for:	
How might your previous experience meet the requirements of the role applied for?	

How did you hear about this position (Please tick)?			
Agency	<input type="checkbox"/>	Friend/colleague	<input type="checkbox"/>
		Advertisement	<input type="checkbox"/>
		Website	<input type="checkbox"/>
Other:			

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CURRENT HOUSING STATUS	
Do you hold a current Right to work document?	YES / NO
Please state your current housing status:	<ul style="list-style-type: none"> - Declaration of Lawful Residence - En Famille - Housing License - Other (give details below)
Please give any further relevant details below:	

EMPLOYMENT DETAILS			
Current employer:			
Start date:		Job title:	
Base salary:	£	Bonus amount:	£
Date bonus paid:		Notice period:	
Salary expectations:	£		

CURRENT BENEFITS (please delete/state details as applicable)	
Pension:	No Pension / Contributory / Non-contributory / Private contribution
Pension %:	Employers %
Holiday entitlement:	Days
Health insurance:	YES / NO
Type/Cover details:	
Share scheme:	YES / NO
Details:	

Please give details of any additional benefits:

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QUALIFICATIONS	
Please give details of qualifications relevant to the role you are applying for:	
Do you have a claw back agreement in place relating to the costs incurred in obtaining these qualifications?	YES / NO
If Yes, please give details:	

REFERENCES
Please provide the names and contact details of two employment references, including your most recent employer/tutor. These will not be contacted without your prior consent.
<u>Referee 2</u>
Name:
Relationship:
Position in company:
Company:
Address:
<u>Referee 2</u>
Name:
Relationship:
Position in company:
Company:
Address:

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OTHER DETAILS	
During the last 12 months approximately how many days sickness absence have you had?	

Hobbies and interests:

Criminal reference:
An up to date copy of your Police Clearance Certificate will be required at induction. Please keep the receipt to enable us to reimburse you on joining the company.

REFERENCES	
It is understood and agreed that any misrepresentation by me on this form will be sufficient cause for cancellation of this application and/or if I have been employed, termination of employment from Legis Corporate Services Limited	
Name:	
Signature:	
Date:	