

## **Application for Employment**

### **Personal details**

Name:

Address:

Mobile Number:

Email:

TRN Number:

Preferred employment Type: Full time / Part time

Do you hold a General Driving licence with PPV? – Yes / No

### **Education** - Please list below:

**Qualification(s):** Please list below:

**Relevant Training Course(s) Attended:** Please list below:

## **Rehabilitation of Offenders Act 1988 (Exceptions) Order 2014 (as amended)**

The role you have applied for is exempt from the provisions normally afforded to individuals under the Rehabilitation of Offenders Act 1988. This means that the employer can obtain a standard or enhanced disclosure under the Rehabilitation of Offenders Act 1988 (Exceptions) Order 2014 (as amended), and in certain circumstances, the Police Act 2017.

Enhanced disclosures may include other relevant non-conviction information held on police databases, at the discretion of the police, or Superintendent of Police of the relevant Parish.

Before you complete this form, it is important for you to read the highlighted note in the section below. If you have a criminal record and are unsure about what might be revealed about you as part of a check or the type of information, you should consider declaring when completing this form.

**Have you got any criminal convictions and/or cautions that are not protected?                      YES / NO**

**This means they are not eligible for filtering under the Rehabilitation of Offenders Act 1988 (Exceptions) Order (as amended).**

**This is regardless of whether the conviction or caution has been issued in Jamaica or, in any other country where it would be considered an equivalent (or similar) offence, and it is not protected.**

If you have declared **YES** to the question above, please provide details of any conviction, caution or Summary Hearing including the date and sentence administered in the space below. You can disclose your record separately together with any statement detailing your conviction, caution or Summary Hearing. A member of the recruitment team will contact you and advise what steps you need to take to submit your details separately.

**Employment activity / history** - Your current or most recent employer

Name of employer:

Address:

Job title:

Pay:

Length of time with employer:

Reason for leaving:

Brief description of your duties & responsibilities:

Previous employers

Please tell us about previous job roles and skills acquired

## Supporting statement

In this section you need to demonstrate that you have read the person specification and how you meet the essential and (where relevant) desirable criteria for this particular post, if this has not been fully covered in the previous sections.

Please include your reasons for applying and take the opportunity to highlight your particular talents and strengths, (what you feel you can personally offer - what is unique to you - what sets you apart from your peers).

Please **DO NOT** include personal details or duplicate information already provided elsewhere in your application.

### **Interview arrangements and availability**

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

Are there any dates when you will not be available for interview?

### **Right to work in the Jamaica**

Do you need a work permit to work in Jamaica? **Yes / No**

## References

If you are successful, prior to appointment, **we will take up as many references as needed to cover all activities, including periods of employment and full time education, that you have undertaken over the past three years.** Any offer will be subject to these being satisfactory. Please ensure that you provide full contact details for your Employer/Line Managers or Course Tutors for each activity. Please include their **work email address** where possible to avoid any unnecessary delays.

If during the last three years you have any periods in which you have not been in either employment or full-time education, please provide details of someone who can provide a character reference for you to cover this period. Character references should be provided by a person of standing in the community such as a Teacher, Health Care Professional (i.e. Doctor, Physiotherapist, Registered Nurse), Minister of Religion, Police Officer or Solicitor. **Character references should only be used in EXCEPTIONAL circumstances to cover periods of time when you have not been in either employment or education.**

Referee 1

Referee Name:

Job Title:

How does the referee know the applicant:

Work Address:

Email address:

Mobile Number:

Can the referee be approached prior to the interview?

Period this reference covers from:

## Referee 2

Referee Name:

Job Title:

How does the referee know the applicant:

Work Address:

Email address:

Mobile Number:

Can the referee be approached prior to the interview?

Period this reference covers from:

## Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date: