



ST PETER PORT CONSTABLES JOB APPLICATION FORM

Post applying for:	Parish Office Administrator
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PERSONAL INFORMATION

Full name:	
Address:	
Contact phone number:	
Contact email address:	

Do you have a valid Work Permit? Yes ☐ No ☐

Date of expiry of Work Permit (if applicable): _____

Do you have a valid driving licence? Yes ☐ No ☐

Do you have any unspent criminal convictions or had any action taken against you for an act of dishonesty and/or theft? Yes ☐ No ☐

If Yes, please give details:

QUALIFICATIONS

Please give details of educational and professional qualifications that you hold.

Establishment	Qualification	Grade achieved	Date awarded

Please use an additional sheet if necessary.

CURRENT EMPLOYMENT

Job Title:	
Name of Employer:	
Address of Employer:	
Date started:	
Please give an outline of the duties and responsibilities of your current job:	
Notice required:	

PREVIOUS EMPLOYMENT

Please give details of your employment history, starting with the most recent. Please also explain any significant gaps in your employment history.

Position held:		
Name of Employer:		
Duties and responsibilities:		
Start date and end date	Start:	End:
Reason for leaving:		

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If necessary, please use an additional sheet.

SKILLS AND EXPERIENCE

Please give details of any other skills or experience you have that you believe will be relevant to this position.

Use an additional sheet if necessary.

OTHER INFORMATION

Please let us know of any other information that might be relevant to your application.

DECLARATION

I hereby confirm that the information I have provided in this application is, to the best of my knowledge, accurate and true. I understand that if I give any false or misleading information that my application may be rejected or, if I am offered a job, it might lead to dismissal.

Signed _____

Date _____

St Peter Port Constables is an equal opportunities employer and is committed to ensuring that our recruitment process is open, fair and not influenced by irrelevant considerations.

PRIVACY POLICY

St Peter Port Constables is aware of its obligations under the General Data Protection Regulation (“GDPR”) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we collect and hold on you as a job applicant. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way;
- collect your data only for reasons which we find appropriate during the course of your application in ways that have been explained to you;
- only use it in the ways that we have told you about;
- if relevant, ensure it is correct and up to date;
- keep your data for only as long as we might need it; and
- process it in a way that ensures it will not be used for anything of which you are not aware or to which you have not consented.

Why we process your data

We need to collect your data to ensure we are complying with legal requirements such as carrying out checks in relation to your right to work in Guernsey and making reasonable adjustments for disabled employees.

We also collect data so that we can carry out activities which are in the legitimate interests of the Company.

If you are unsuccessful in obtaining employment, your data will not be used for any reason other than in the ways explained in relation to the specific application you have made.

In some cases we might seek your consent to retaining your data in case other suitable job vacancies arise in the Company for which we think you may wish to apply. You are free to withhold your consent to this and there will be no consequences for withholding consent.

Criminal conviction data

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law so permits. This data will usually be collected at the recruitment stage, however it may also be collected during your employment should you be successful in your application.

If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not be able to process, or continue with (as appropriate), your application if you do not.

Sharing your data

Your data will be shared with colleagues within the Company where it is necessary for them to undertake their duties with regard to recruitment.

Protecting your data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such occurrences.

How long we keep your data for

In line with data protection principles, we only keep your data for as long as we need it and this will depend on whether or not you are successful in obtaining employment with us.

If your application is not successful and we have not sought consent or you have not provided consent upon our request to keep your data for the purpose of future suitable job vacancies, we will only keep your data until the recruitment exercise ends.

If we have sought your consent to keep your data on file for future job vacancies, and you have provided consent, we will keep your data for six months once the recruitment exercise ends. At the end of this period, we will delete or destroy your data.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent apart from us not being able to process your data in relation to employment decisions. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

For more information please contact our offices at:

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