

bissons

Date Received —

Interview Date(s) and Time(s) —

**1 APPLICATION DETAILS**

Position applied for \_\_\_\_\_

Type of employment \_\_\_\_\_

Location / outlet \_\_\_\_\_

If part time, please state the days and hours you are available to work \_\_\_\_\_

**2 PERSONAL DETAILS**

Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone Home \_\_\_\_\_ Mobile \_\_\_\_\_

Date of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

Place of Birth Town \_\_\_\_\_ Country \_\_\_\_\_

Marital status \_\_\_\_\_ No of children \_\_\_\_\_ Ages \_\_\_\_\_

Is your living accommodation —

Owned by you  Rented  Permanent  Temporary  With job Do you have Jersey residential qualifications? **YES / NO**If **NO**, how many years have you lived in Jersey? \_\_\_\_\_Have you been convicted of any criminal offences? **YES / NO**If **YES**, please provide additional details \_\_\_\_\_Do you have a clean driving licence? **YES / NO**If **NO**, please provide additional details \_\_\_\_\_Do you have your own transport? **YES / NO****3 NEXT OF KIN**

Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone Home \_\_\_\_\_ Mobile \_\_\_\_\_

Relationship \_\_\_\_\_

## EDUCATION

Institution	From	To	Courses / Results

## EMPLOYMENT HISTORY

Please provide details of your previous employments beginning with your most recent employer —

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Code \_\_\_\_\_

Position Held \_\_\_\_\_ From / To \_\_\_\_\_  
Earning per Week  Month  £ \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Code \_\_\_\_\_

Position Held \_\_\_\_\_ From / To \_\_\_\_\_  
Earning per Week  Month  £ \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Code \_\_\_\_\_

Position Held \_\_\_\_\_ From / To \_\_\_\_\_  
Earning per Week  Month  £ \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

## 4 EMPLOYMENT

When are you able to commence work with us? \_\_\_\_\_

Have you any particular skills or qualifications that may be suited to the job you are applying for? **YES / NO**

If **YES**, please provide additional details \_\_\_\_\_

From where or whom did you hear about this vacancy? \_\_\_\_\_

Have you previously been employed by Bissons Limited, Horseplay or The Luggage Shop? **YES / NO**

If **YES**, please provide business / outlet / department and the relevant dates \_\_\_\_\_

Do you have any friends or relatives that are employed by us? **YES / NO**

If **YES**, please provide their names and your relationship with them \_\_\_\_\_

Do you have any holidays already booked? **YES / NO**

If **YES**, please provide additional details \_\_\_\_\_

## 5 EMPLOYMENT REFERENCES

Please provide details of two previous employers, one of which must be your current or most recent employer, that can be approached by us for a reference. If you do not have employment references, please give details of two people we can approach for personal references.

Company \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Company \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

## 6 MEDICAL / BEHAVIOURAL HISTORY

Do you suffer from any medical disability or illness or are you taking any medication that may —

Affect your ability to fully perform the job you are applying for? **YES / NO**

If **YES**, please provide additional details \_\_\_\_\_

Present any risk to yourself, or any other person whether a customer, or another staff member? **YES / NO**

If **YES**, please provide additional details \_\_\_\_\_

## 7 LEISURE INTERESTS AND HOBBIES

Please give details of past times, hobbies, sports activities that you participate in from time to time \_\_\_\_\_

*continued*

## 7 LEISURE INTERESTS AND HOBBIES

*continued*

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## 8 ADDITIONAL INFORMATION

Please provide any additional information you think would be helpful for us to know about you in considering your application for employment —

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## 9 APPLICATION RETENTION POLICY

If your application is of interest to us but for whatever reason we are not able to make an immediate offer of employment to you we would ordinarily wish to maintain a record of your application form and associated information for the purposes of contacting you should a position or vacancy arise to which you may be suited. In such cases, we would ordinarily regard the application as being out of date after between 6 and 12 months.

If you would like us to consider your application form with respect to a current vacancy only, please mark the following box —

Nothing in this section prevents you from submitting a new application form in response to a future request for applications and any failure on our part to offer you employment with respect to a current vacancy should not be taken so as to prevent you applying for employment with us in future.

## 10 DECLARATION

I declare that the information contained on this form is true and complete.

I understand that if it is subsequently discovered that any statement is false or misleading that I could be dismissed from my employment with Bissons Limited or with any related company.

I agree that any or all of the information recorded on this form may be managed in accordance with data protection principles under the Data Protection (Jersey) Law 2005 and the terms expressed in section 9 marked "application retention policy" and that Bissons Limited or any related company may use the information on this form for the purpose of determining whether or not the company should offer employment to me.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Please return this application form to —

Managing Director  
Bissons Limited  
1 — 3 York Street  
St Helier  
Jersey  
JE2 3QF