



# GSPCA

GSPCA Animal Shelter



Les Fiers Moutons, St Andrews, Guernsey GY6 8UD

**Confidential**

## Application Form

Please complete in your own handwriting using black or blue ink.

**1. Position Applied for:** \_\_\_\_\_

### 2. Personal Details

Surname \_\_\_\_\_ Title Mr/Mrs/Miss/Ms/ other \_\_\_\_\_

First Name \_\_\_\_\_ Home telephone no. \_\_\_\_\_

Work telephone number \_\_\_\_\_ e mail \_\_\_\_\_  
(if convenient)

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

### 3. Education and Training

Secondary School / Further Education	Dates from	Dates to	Examinations gained with grades

Please give details of additional qualifications or training (with dates where possible) including membership of professional bodies.

Date	Qualifications / Training

#### 4. Employment details

##### a) Present or most recent employment

Name and address of employer and nature of business	Salary	Date Joined	Date left	Notice required (is applicable)

Current/most recent position held: \_\_\_\_\_

Please give more details of duties and responsibilities:

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Reason for leaving or wishing to leave:

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##### b) Previous employment

Dates	Employer's name	Job title and brief details of main responsibilities	Reason for leaving
From – To –			
From – To –			
From – To –			
From – To –			
From – To –			
From – To –			

**Please continue on a separate sheet if necessary**

**5. Additional Information**

Please indicate your reasons for applying for this post and give brief details of any further information which you think would be useful in support of your application.

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**6. Spare time activities/interests**

Please describe: \_\_\_\_\_

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Do you have any business interests or spare time activities directly related to animal welfare? yes / no If yes please give details.

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**7. Rehabilitation of Offenders Act (Bailiwick of Guernsey) 2002**

This post is protected by the Act, Applicants are however required to declare details of any convictions not regarded as spent. If this is the case please give details

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**8. Other details**

Do you hold a full current driving licence? yes / no. Do you have a car at your disposal yes / no. Have you ever been disqualified? yes / no. If yes please give details.

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Do you have any restrictions on your driving licence yes / no. If yes please give details. \_\_\_\_\_

Have you every held an honorary position with the Society or applied for any other posts? yes / no - If yes please give details.

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Do you need a work permit to work in Guernsey? Yes / no

Where did you see this post advertised? \_\_\_\_\_

## 9. Health

How many days sickness have you had in the past 2 years?

Number of days:

Please give reasons: \_\_\_\_\_

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Are you aware of any medical condition which may affect your ability to undertake the full duties of the post safely and without risk to your health?  
yes / no (If yes please give details)

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Are you likely to require any adjustments to the premises or working arrangements to be made on account of disability of any kind? (If yes please give details)

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Note the Society will consider making such adjustments as are reasonable in compliance with the The Employment Protection (Guernsey) Law, 1998

## 10 References

Please give the names and addresses of at least 2 employment referees, one of whom should be your current or most recent employer. These should if possible cover a period of at least the last 5 years. The Society reserves the right to contact your previous employers before an offer of employment has been made. Unless your permission is granted, your present employer will not be approached until an offer of employment has been made and you have left their employment.

Current/most recent employer	Previous employer	Previous employer
Name	Name	Name
Address	Address	Address
Postcode	Postcode	Postcode
Telephone number	Telephone number	Telephone number
E mail	E mail	E mail
Position	Position	Position

I confirm that the details that I have provided on this form are correct to the best of my knowledge and I understand that any contract of employment will be jeopardised if I have misrepresented or omitted any relevant information.

Signed

Date