

Application Form

Honorary Police Secretary/Administrator

Parish of St Martin

Thank you for your interest in joining the team at the Parish of St Martin. Please complete all sections of this form. CVs may be submitted in addition to this form but will not be accepted as a substitute; please email them to charles.alluto@stmartin.je. All information provided will be treated confidentially and in accordance with Data Protection legislation.

Section 1 – Personal Details

Title	
First Name(s)	
Surname	
Surname at birth (if different)	
Preferred Name (if applicable)	
Address including Postcode	
Telephone (Home)	
Telephone (Mobile)	
Email Address	

Section 2 – Eligibility to Work

Do you have the legal right to work in Jersey?	☐ Yes	☐ No
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Section 3 – Education and Qualifications

Please list your relevant qualifications, including professional qualifications and relevant training.

Qualification	School / College / Organisation	Date Awarded

Section 4 – Employment History

Please give details of your employment, starting with the most recent. Include any voluntary work relevant to this post.

Dates	Employer	Position Held	Main Responsibilities	Reason for Leaving

Section 5 – Experience and Skills

Please tell us how your experience, skills and personal qualities meet the requirements of the Person Specification.

Section 6 – Supporting Statement

Please explain why you are interested in this role and what you feel you would bring to the position.

Section 7 – References

Please provide details of two referees. One should normally be your current or most recent employer.

Referee One

Name	
Position	
Organisation	
Address	
Telephone	
Email	
Relationship to you	

Referee Two

Name	
Position	
Organisation	
Address	
Telephone	
Email	
Relationship to you	

Section 8 – Any Other Relevant Information

Are there any reasonable adjustments required for interview?

☐	No adjustments required	
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Is there any other information that you would like to include on your application?

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Signature		Date	
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