

Application for Employment

Please complete this form fully and accurately in block capitals. If a question does not apply to you, insert N/A. If there is insufficient space for any of your answers, please use an additional sheet of paper. In this application form, we ask you to provide information about any unspent convictions, this is known as Special Category Data. Any Special Category Data provided by you will be used by us solely for the recruitment and selection procedure. **Please ensure that you sign the declaration at the end of the form to certify that all the information given is correct.**

Please be advised that reasonable adjustments can be made to our application process for candidates who have a disability, meaning that our arrangements might otherwise disadvantage them. In this regard, please contact a member of the Human Resources team, using the contact details below. This form is available in different formats including electronic and large print - if required, please contact recruitment@praxisgroup.com

Application for the position of	
How did you hear about the vacancy?	If you have been introduced by an existing member of staff, please state their name.

Personal Details

Surname	Given name(s)
What do you like to be known as	Title
Home address	Telephone numbers which we may use to contact you. Home Mobile E-mail
Date of Birth	
Do you have a valid Right to Work Document/Status Declaration/Work Permit? Yes/No (delete as appropriate)	

Secondary Education

Schools attended	Dates attended		Qualifications/grades obtained (Please indicate exams to be taken/predicted grades)
	From	To	

Higher Education

Establishment attended	Dates attended		Qualifications/grades obtained (Please indicate exams to be taken/predicted grades)
	From	To	

Professional Qualifications

Body/organisation	Qualification	Date attained	Membership number

Proof of qualifications will be requested.

Present or most recent Employment

Employer's name		
Employer's address		
Dates of employment		From
		To
Job title	Final salary	Benefits
	Notice period	
Brief description of duties		
Reason for leaving		

Anti-Money Laundering Training

Please detail the most recent anti-money laundering training you have attended.

Course attended	Date attended and duration of course

Statement in support of your Application

Please use this section to state your reasons for applying for this post. Outline the skills and experience you have gained, either in paid work, unpaid/voluntary work, work at home, through your studies, through your leisure activities, which you think are relevant to the job for which you are applying, and which you believe makes you suitable for the post. Also include relevant achievements.

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References

Please give details of two referees, one of whom should be your present or most recent employer or course tutor, if currently a student.

1. Name Address	Email address
2. Name Address	Email address

References will be taken up once a written offer has been accepted and returned.

Confidential Personal Information

<p>Do you currently have any unspent convictions?*</p> <p>If yes, please give details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you been subject to any regulatory action or action taken against you by a professional body, academic institution or regulatory body?</p> <p>If yes, please give details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Please add any other personal information you consider relevant to your application.</p>	

* Please refer to the Rehabilitation of Offenders (Bailiwick of Guernsey) Law, 2002 or equivalent legislation in the jurisdiction in which you are applying.

Please ensure that you sign the declaration at the end of the form to certify that all the information given is correct. We are unable to accept unsigned applications.

I confirm that all the information given in this application is correct to the best of my knowledge, that all the questions related to me have been accurately and fully answered and that I am in possession of the qualifications I claim to hold. I understand that any omission or falsification may be considered sufficient cause for rejection or, if employed, may render me liable for dismissal.

I further confirm that I understand that personal data relating to me will be held throughout the application process with the Praxis Group and if I am successful will be held within my personal file. I understand that if my application is unsuccessful then my details will be retained in accordance with the Group's document retention policy as set out in our Fair Processing for Candidates. A copy of our Fair Processing for Candidates which explains your rights relating to personal data is available on our website at <https://www.praxisgroup.com/careers/>

Signature of applicant _____ Date _____

Please return form to

Human Resources Department, Praxis, PO Box 296, Sarnia House, Le Truchot. St Peter Port, Guernsey, GY1 4NA or Email: recruitment@praxisgroup.com