



**Top Personnel**  
**and Temp Centre**

*To be completed by APPLICANT*

Position Required:		Salary required:
Surname: (as passport)	D.O.B:	Title: Mr Mrs Miss
Forenames: (as passport)		Maiden Name:

Address:	Tel No (Home):.....
	Tel No (Work):.....
	Tel No (Mobile):.....
Postcode:	Email:.....

Place of Birth:	Residential Quals: YES NO	Marital Status:
Nationality:	Five Years Residency: YES NO	Spouse's Occupation:
Transport:	J Category: YES NO	IT IS Ref No:
Full Time Part time Hours:	Date of Arrival in Jersey:	Social Security:
Date Available:	Notice Period:	Interview Time:

**Employment Record – Starting with the most recent job, list last two positions held**

Dates From To	Company	Position Held	Basic Salary / Package	Reasons for Leaving
Audio Switchboard Shorthand		Languages:		
Type tested Speed:		Software Packages: Word Excel Outlook		
Data Entry Speed:		Access Publisher PowerPoint		
Dates From To	School/Further Education	Qualification		
	Secondary:			
	College:			
	University:			
	Professional Qualifications:			

### Health

1. How many days off work due to ill health have you had in the last 12 months?.....  
Please give reasons:.....
2. If you have any ongoing medical conditions, or require specific support that an employer should be aware of, please give details:  
.....  
.....
3. Next of Kin:..... Relationship:..... Daytime Contact Number:.....

### Additional Information

1. Are you aware of any disciplinary or legal procedures either being or having been taken against you? YES NO
  2. Do you have any convictions which under the terms of the Rehabilitation of Offenders (Jersey) Law 2001 are not considered 'spent'? YES NO
  3. Have you, in connection with the formation of management of any undertaking, been found guilty by a Court to be liable for any fraud, unlawful conduct, wrongful trading or other misconduct? YES NO
  4. Have you ever been declared bankrupt? YES NO
  5. Have you ever been blacklist? YES NO
  6. Have you ever had any petty debt judgements or county court judgements against you? YES NO
- If yes to any of the above, please give details:.....  
.....

### References

*As part of our commitment to providing a quality service to our clients, it is our policy to take references on all temporary candidates prior to a confirmed assignment. Please provide details of two referees from recent employers that Top Personnel may contact.*

**In accordance with the Data Protection (Jersey) Law 2005, please be aware that the reference could be made available to a third party (our client) unless you indicate otherwise.**

#### Reference 1: Last Employer

Company:..... Referee:.....  
Address:.....  
Email: ..... Telephone No:.....

#### Reference 2:

Company:..... Referee:.....  
Address:.....  
Email: ..... Telephone No:.....

### Disclaimer and Signature

*Top Personnel takes your privacy seriously and is registered under the Data Protection Law. All personal information collected, retained and used by Top Personnel is for the sole purpose of recruitment and employment in compliance with the law.*

*I certify that my answers are true and complete to the best of my knowledge. I confirm that I give Top Personnel permission to forward this information to prospective employers. I undertake to keep Top Personnel informed of any changes to the above.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: ..... Date:.....

#### AGENCY USE ONLY:

Reference Requested    Verbal    Written    Date sent:.....  
  
Passport/ID    Proof of Residence    School Certs    Proof of Visa    Professional Quals