



**FURTHER / HIGHER EDUCATION DETAILS**

Name of College..... Dates from.....to.....

Subjects &amp; Qualifications obtained.....

Any other Professional Qualifications obtained.....

..... Dates from.....to.....

..... Dates from.....to.....

..... Dates from.....to.....

**IT KNOWLEDGE (IT PACKAGES / SOFTWARE)****B = Basic****I = Intermediate****A = Advanced knowledge**Microsoft office Suite: Word  Excel  Outlook  PowerPoint  Version/s.....

Please list any other systems &amp; packages used.....

**EMPLOYMENT HISTORY** (current or most recent)

From..... to..... Employer's name &amp; address.....

..... Job title.....

Hours worked..... per week Basic salary £.....(without benefits etc) Holidays.....

Benefits.....

Reason for leaving..... Notice period / date available..... Are you

studying , will you owe any study costs back to your employer , if so, how much £..... What are you

looking for from your next position .....

**Please complete all of this section (\*if you answer Yes to any of the following please give full details)**

Do you have any convictions, which under the terms of the 'Rehabilitation of Offenders (Jersey) Law 2001' are not considered "Spent"? .....

Other Agencies used? please list the name/s.....

Please list Companies where your CV has been sent via other Agencies / sources.....

Are there any Firm(s) NOT to be approached? ,.....Have you approached any Companies directly? , please list the name/s .....**LANGUAGES**

Please list any languages spoken / written &amp; to what level.....

**REFERENCES & CREDIT / POLICE / TERRORIST & MEDIA CHECKS**

Will all reference &amp; credit checks come back clear? , If No, please give more details.....

## DATA PROTECTION, DECLARATION & CONSENT (please read carefully)

Select Recruitment Limited (Select) adheres to the Data Protection (Jersey) Law 2018 incorporating the General Data Protection Regulation (the Data Protection Law) & is registered with the Office of the Information Commissioner.

1. I confirm that the information (personal data) provided by me to Select.je is true to the best of my knowledge & I believe it to be correct.
2. I understand that supplying false personal data may disqualify my application or, if I am appointed, may lead to my dismissal / offer being rescinded.
3. I consent to all or any of my personal data being provided to prospective employers by Select & understand that this information may form part of my employment records if I am subsequently employed by that potential employer & I give my consent.
4. I consent to Select submitting my CV to prospective employers without my specific consent if a situation requires prompt action. *Select.je endeavour to always do our utmost to contact you before submitting your CV, but very occasionally, an opportunity may arise that warrants a response & we are unable to reach you.*
5. I agree to inform Select of any changes to my personal data so that their records are kept up-to-date.
6. I consent to Select contacting me regarding my job search & advising me of vacancies using the contact details I have provided & WILL respond where possible within 24 hours.
7. I agree NOT to approach directly or indirectly, any prospective employer(s) regarding any vacancy advised to me by Select.
8. I agree to obtain on myself & submit to Select a police disclosure check(s) (i.e. criminal record check) if this is required by a potential employer. I consent to the results being disclosed to the potential employer. I understand that subject to the potential employer being satisfied with the results & my acceptance of any offer of employment with them, that I will be reimbursed the cost of the check(s).
9. I consent to a credit check being made by Select or on their behalf by a debt recovery agent if this is required by a potential employer. I understand that I will incur a charge of £5 per check & agree to reimburse the costs to Select. I understand that subject to the potential employer being satisfied with the results & once I've commenced my employment I will be reimbursed the cost of the check.
10. If I accept an offer of employment, I consent to my current & any former employers, along with tutors &/or organisations, to disclose to Select details of my current & previous employment, education, qualifications & professional memberships.
11. I consent to Select making the following additional checks on me for employment purposes & consent to the disclosure of this personal data to the potential employer:
  - a. Media, social media & internet checks
  - b. Entitlement to work status
12. I accept that any role offered to me is subject to Select's &/or the potential employers screening criteria being met & that failure may result in the job offer being rescinded.
13. I acknowledge that I have the following rights under the Data Protection Law:
  - a. My right to be informed
  - b. My right of access
  - c. My right to rectification
  - d. My right of erasure
  - e. My right to restrict processing
  - f. My right to data portability
  - g. My right to object
  - h. My rights in relation to automated decision making & profiling
14. I understand that at any time, I may contact Select concerning all or any of my rights in respect of my personal data & I understand that in the event of a dispute regarding my personal data not being resolved to my satisfaction, I have the right to contact the Office of the Information Commissioner [www.oicjersey.org](http://www.oicjersey.org)
15. I consent to Select holding my data from the date of last correspondence until: ..... (insert date)

*\*in case you might wish to use Select services again the future*

Signed..... Date.....

Should you have any concerns regarding any of the above please speak to either a director or Talent Manager