



The Government of Sark

**EDUCATION COMMITTEE**  
**A COMMITTEE OF THE CHIEF PLEAS OF SARK**  
**COMMITTEE OFFICE, LA CHASSE MARETTE, SARK GY10 1SF**  
Telephone: (01481) 832118 E-mail: [education@gov.sark.gg](mailto:education@gov.sark.gg)

**APPLICATION FOR ISLAND SAFEGUARDING OFFICER**

Please use black ink, ballpoint pen, or typescript as it will be necessary to photocopy your application. A curriculum vitae may be submitted, but you must still complete all sections of this form. All applications will be acknowledged.

This form should be returned, together with a letter of application giving your reasons for applying and evidence of why you are suitable for the role, to the Committee Office, Chasse Murette, Sark GY9 0SF by 5pm on Wednesday 6<sup>th</sup> February. Applications may also be returned by email to [emma.fawson.cso@gov.sark.gg](mailto:emma.fawson.cso@gov.sark.gg)

**1. PERSONAL DETAILS**

Surname (Block capitals)	Forenames
Title (Mr/Mrs/Miss/Ms/Other)	Maiden/previous name
Home address (Block capitals)	Address for correspondence (if different)
Telephone number (Home)	Daytime telephone number (if different)
Email address (Home)	Mobile Telephone number
Date of birth                    /                    /	Place of birth

**2. PRESENT EMPLOYMENT**

Present post (s)	
Name and address of employer	Name and address of second employer (if appropriate)
Current rate of pay £	Date appointed                    /                    /
Full time/ Part time (if part time please state hours and days)	

**3. EMPLOYMENT HISTORY**

Employer	Post held and grade if applicable. If part-time what percentage	Description of duties	Date of service		Reason for leaving
			From month/year	To month/year	

**4. DETAIL ANY GAPS IN EMPLOYMENT**

Reason for gap	Dates	
	From	To

**5. EDUCATION**

School attended (secondary phase establishments only)	Dates attended		Qualifications gained (eg. GCSE, GNVQ, 'O' Levels, CSE, 'A' Levels) Subjects	Grades	Dates
	From	To			
Colleges/University attended	Dates attended		Qualifications gained (Subject, Class, Division)	Full/Part time	
	From	To			

**6. OTHER QUALIFICATIONS RELATED TO CURRENT OR PREVIOUS EMPLOYMENT**

Name of professional body	Membership grade	Was membership gained by examination?	Date

**7. TRAINING AND DEVELOPMENT** In-service training attended in the last three years plus earlier significant courses

Courses	Qualifications gained (if applicable)	Dates


**8. HOBBIES AND INTERESTS**

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**9. HEALTH RECORD** It is necessary for you to provide details in answer to each part of this section, you may enclose the information in a sealed envelope marked 'confidential'. **Any appointment made will be subject to a satisfactory report on your health by the Sark Medical Officer**

How many days have you been absent from work due to illness or injury over the past 12 months?	DAYS
Have you had any serious illness requiring medical consultation or admission to hospital in the last two years? If YES please specify	YES/NO
Have you had any health problem which might interfere with work? If YES please specify	YES/NO
Are you registered disabled? If YES please specify	YES/NO

**10. DECLARATION OF CRIMINAL BACKGROUND**

Please note that the Rehabilitation of Offenders Act, 1974, does NOT apply in the Bailiwick of Guernsey and therefore ALL convictions must be declared irrespective of whether or not they would otherwise be regarded as 'spent' under the Act.

Have you had any criminal convictions/cautions? YES/NO

If yes, please give details on a separate sheet in a sealed envelope addressed to 'The Appointing Officer' and enclose it with this application. Any appointment will be made subject to satisfactory checks by the Sark Education Department with the necessary authorities, including the police and the Sark Medical Officer, to ensure the applicant's suitability for working with young persons. You will also be required to undertake an enhanced criminal records check and safeguarding training.

**11. REFERENCES** (Note: Relatives may not be given as referees)

Please give the names and addresses of two referees. The principal referee will normally be your present employer. We expect to be in contact with your referees without further communication with you, unless you indicate otherwise.

Name	Name
Position	Position
Address	Address
Telephone Number	Telephone Number
Email Address	Email Address

Please give dates when you would NOT be available for interview.

## 12. DECLARATION

I DECLARE that the above answers are true and complete to the best of my knowledge and belief and may be used for registered purposes under the Data Protection Act. I understand that should I make a false statement by answering one of the above questions incorrectly, I will, if appointed, be liable to termination of my contract without notice.

Signature

Date

/ /

### DATA PROTECTION STATEMENT

The data collected on this application form will be held in accordance with the Data Protection (Bailiwick of Guernsey) Law 2001 incorporating amendments for GDPR and will be used by the Chief Pleas of Sark only for the purposes of recruitment/selection and employee administration. It will not be disclosed to any third party unless required by statute or obtaining your express consent.

February 2019.