



Bank of St. Helena

www.sainthelenabank.com

Recruitment: Application Form

Please complete this form **legibly** in **black or dark blue ink** and send or deliver it to the bank at the address below (If sending by fax please also send the original by post).

1 POST APPLIED FOR:

2 PERSONAL DETAILS

Title: _____ Surname ('family name'): _____

Forenames: _____

Male Female

Current Address: _____

Telephone: (Daytime) _____ (Evening) _____

Fax: _____

E-mail Address: _____

How would you prefer to be contacted? (Give details if different from the above.)

Date of Birth: _____ Place of Birth: _____

Marital Status: _____

If you have a current driving licence, please specify for what classes of vehicle:

Bank of St. Helena – Building for the Future

Head Office: Post Office Building, Main Street, Jamestown, St. Helena, South Atlantic, STHL 1ZZ

Tel: +290 2390, Fax: +290 2553, e-mail: info@sainthelenabank.com

Established and regulated in St. Helena under the *Banking Ordinance 2003* and the *Bank of St. Helena Ordinance 2003*.

3 EMPLOYMENT EXPERIENCE

(If you are providing a typewritten CV which includes this information you do not need to complete this section)

Employment History

List jobs held, starting with your present or most recent employment. Include temporary jobs if relevant. (continue on additional sheets if required)

From	To	Name of Employer	Position Held	Nature of Duties
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Professional Qualifications Obtained

Qualification	Awarded By	Date Obtained
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4 EDUCATION

(If you are providing a typewritten CV which includes this information you do not need to complete this section)

Further Education

From	To	College/University attended	Course Description
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Secondary Education

From	To	Name of school
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Examination Results

Date Awarded	Subject	Grade
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5 OTHER**Reason for Application**

Please say why you have applied for this position and why you think you are suited to it.

Spare Time Activities

Please describe briefly your out of work activities:

References

Please give the names & contact details of TWO people who can be asked to give a reference for you. They should not be family members. One should be your present employer (if applicable).

Criminal Convictions

If you have any unspent convictions, or wish to disclose any spent convictions, give details on a separate sheet and place in an envelope marked '**CONFIDENTIAL**'.

Note: you are **required** to disclose **unspent** convictions, but you are not obliged to disclose **spent** convictions.

Work Permit

Do you require a work permit to work in St. Helena? Yes No

For Applicants Not Resident On St Helena

You must provide a vetting certificate and give the name of the local police authority from whom you have obtained these details.

6 SIGNATURE

I hereby certify that to the best of my knowledge and belief all the information given in this form is complete and correct:

Signed

Date

7 ATTACHMENTS

To ensure that we have all the papers, please list below the documents that you are submitting with this application and give the number of pages for each:

Document

Pages

8 OPTIONAL INFORMATION

You are not required to answer these questions. They are here to assist us with our recruitment advertising. Whether you choose to answer them will **not** be considered when reviewing your application.

How did you hear about this vacancy?

If you saw or heard an advertisement, did it provide all the information you needed?

If not please say what else you would have liked to read/hear:

Have you any comments or suggestions to make about our recruitment advertising?

(please continue on a separate sheet if necessary)