



Bank of St. Helena Ltd.

www.sainthelenabank.com

JOB APPLICATION FORM – PART A

Please use block capitals if you submitting a handwritten copy. You are advised to complete all sections of 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).

PERSONAL DETAILS AND EQUALITIES			
Post/Title Applied for...			
Title (Mr/Ms/Mrs/Miss/etc.)			
First Name			
Last Name			
Date of Birth			
Place of Birth			
Marital Status			
Nationality			
Gender	Male		Female
Current Address			
Telephone No. (Home)			
Telephone No. (Work)			
Mobile No.			
E-mail Address			
How would you prefer to be contacted? (Give details if different from the above.)			
If you have a current valid driving licence? Please specify for what Class (es) of Vehicle...			

Head Office: Market Street · Jamestown · St Helena Island · STHL 1ZZ

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Established and regulated in St Helena under the Financial Services Ordinance, 2008 and 2017, the Financial Services Regulations, 2017, the

Company Ordinance, 2004 and the Company Regulations, 2004



Are you a St Helenian /or have St Helenian Status?	YES		NO	
Do you require a Work Permit to work on St Helena?	YES		NO	

A Vetting Certificate will be required for successful candidates

You must provide a Current Vetting Certificate and give the name of the local police authority from whom you have obtained these details. A past conviction will not necessarily be a bar to obtaining a position within Bank of St Helena.

Have you ever been subjected to any disciplinary investigation or warnings? (This includes, but is not limited to, the investigations and/or warnings of previous employers, your current employer or professional/regulatory bodies).

YES	
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NO	
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Criminal Convictions

Do you have any 'Unspent' or 'Spent' criminal convictions or cautions?	YES		NO	
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If you have any 'Unspent' or 'Spent' convictions, please give details on a separate sheet and place in an envelope marked 'CONFIDENTIAL'.

Proficiency in English Language. Please indicate your level of fluency:

1 – Fluent 2 = Moderate 3 = Basic

Read	Write	Speak	Understand

Do you consider yourself to have a disability, within the following definition?

Do you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities?

YES	
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NO	
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If yes, please tick/list any of the following that you have difficulty with:

Moving/Mobility	
Communication	
Hearing	
Eyesight	
Learning	
Other.... (Please specify)	

1. REASON FOR APPLICATION

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

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JOB APPLICATION FORM – PART B

2. EMPLOYMENT HISTORY/EXPERIENCE and EDUCATION

(If you are providing a typewritten CV which includes this information you do not need to complete Section 2 – See No.3 Attachments).

Employment History/Experience

List jobs held, starting with your Present or most recent employment. Include temporary jobs if relevant. (Please continue on a separate sheet if necessary and if you could explain any gaps in employment history).

Dates (From/To)	Name of Employer	Position Held	Nature of Duties (Please give a brief outline of duties and list your reason for leaving).

Education & Professional Qualifications Obtained

Please list examinations passed, with subjects, grades and dates. List any other professional qualifications and those currently being studied. (Please continue on a separate sheet if necessary).

Institution	Qualification	Grade	Date

Training Courses

Please provide details regarding any relevant training courses that you have attended or currently undertaking, together with the date completed or to be completed by.

Course Title	Training Provider	Duration	Year Completed

If you do not have the essential qualifications for the Post, please give details/examples of how you qualify by experience. Ensure enough information is provided to allow an assessment to be made.

Qualified by Experience; *previous relevant demonstrable experience that shows the role can be undertaken competently in the absence of the qualifications.*

[illegible]

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

Spare Time Activities

Please describe briefly your out of work activities:

5. REFERENCES

Professional references will be sought from your current and relevant previous employers (as appropriate).

Please provide names and contact details for TWO people referees below. They should not be family members. One should be your present or last line manager (if applicable).

REFERENCE 1	
Title (Mr/Ms/Mrs/Miss/etc.)	
Name	
Capacity in which you know this person	
Address	
Tel No.	
Email Address	

REFERENCE 2	
Title (Mr/Ms/Mrs/Miss/etc.)	
Name	
Capacity in which you know this person	
Address	
Tel No.	
Email Address	

6. 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 the advertisement, did it provide all the information you needed?

YES

NO

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

(Please continue on a separate sheet if necessary)

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

(Please continue on a separate sheet if necessary)

I hereby certify that all information in Application Form Part A and Part B is true to the best of my knowledge and believe all information given in these Forms are completed and correct.

Signed _____ Date _____