

Application Form

Please complete this application form in full. CV's will only be accepted as supporting documents.

Post	Location
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PERSONAL DETAILS

SURNAME / FAMILY NAME Mr/Mrs/Miss/Ms/other.....	FIRST NAMES	KNOWN AS
PERMANENT ADDRESS		TELEPHONE NUMBERS
		EMAIL ADDRESS
Where did you see this post advertised?		May we ring you at work? YES/NO

EDUCATION AND QUALIFICATIONS (continue on a separate sheet if necessary)

Education (including part time) Secondary / Further / Higher					
Establishment (name and town)	From	To	Examinations Taken	Date	Result/ Grade

Job related qualifications and membership of professional bodies (includes vocational and non-vocational courses. Please include date admitted to professional body and whether by exam or election).

Course Title / Professional Body	Date Achieved and grade/level

CAREER HISTORY

Present or most recent position (please indicate which)

Employer:	Position Held:
Address:	Department:
Nature of Business/Type of Authority:	Start date: Leave date (if relevant)
Reasons for leaving:	Basic salary per annum £
Notice required:	Area weighting (if any) £ Allowances (please specify)

Description of Duties: (Please use a separate sheet if necessary. Describe any relevant experience which shows you have met the person specification. If you wish to attach a job description or a diagram of your position in the structure of the organisation, please do so).

PREVIOUS EMPLOYMENT

Please give below details of all your previous employment, starting with the most recent. (Vacation jobs whilst a student need not be included). Include separate details about different posts with the same employer. Exact dates of employment must be given. (continue on a separate sheet if necessary).

NAME OF EMPLOYER AND NATURE OF BUSINESS	JOB TITLE AND DUTIES	DATES	
		From	To

Please indicate reasons for any gaps in employment and full time study.

SKILLS AND COMPETENCIES

Please note that to be shortlisted for interview / assessment you will need to demonstrate that you meet the requirements of the post as set out in the **Person Specification**. You will be assessed against these requirements. You should study the enclosed **Person Specification**. You should give examples below of the skills and competencies you possess relevant to the post applied for. You may have acquired these from a number of sources including voluntary work or unpaid duties if you have had a break from paid employment. During the assessment process, you will be asked to provide evidence of your skills and competencies. (Continue on a separate sheet if necessary)

Other experience: Describe any relevant experience you have had outside of work which shows how you meet the "experience" section of the job profile.

DISABILITY

We welcome applications from people with disabilities. If shortlisted for the position, we will ask if any additional arrangements are required for the interview process.

During the interview, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

REFERENCES

Two references are required for external candidates. One referee must be your current employer or, if you are currently not working, this should be your last employer. For students, one referee should be from your college. Internal candidates are required to provide one referee who must be their current manager.

Name:	1.	2.
Address:		
Tel. no:		
FAX No:		
E-mail:		
Position/ relationship:		

References are usually taken up before selection. Please indicate by ticking the boxes below if you **do not** wish us to contact either of your referees at this stage.

Reference 1. Reference 2.

I confirm that I am happy for Chichester Harbour Conservancy to approach the referees listed above:

..... (please sign)(date)

Print name:

RELATIONSHIPS

Are you related to any elected member of Chichester Harbour Conservancy or to any Head of Department/Unit or his/her deputy?

YES/NO. If yes, give details:

Canvassing of members of an employing authority, directly or indirectly in connection with any appointment under the authority shall disqualify the candidate.

HEALTH RECORD (Over last 12 months)

Number of days unable to work due to illness/accident?	How many occasions?
Do you have (or have had in the past) any health issues that may affect or have affected your work? If yes please provide details.	
Allergies (Pollens, dust, specific foods etc)	

DATA PROTECTION

The information you have provided will be handled and processed in accordance with the Data Protection Act 1998. If you are appointed, the information will form part of your personnel record and may be used by the Conservancy for business purposes including the prevention and detection of fraud.

REHABILITATION OF OFFENDERS ACT

Because of the nature of the work, many posts within the Conservancy are exempt from the provisions of the Rehabilitation of Offenders Act 1974 and associated Order. Applicants for these posts are not, therefore, entitled to withhold details of any criminal convictions which for other purposes might be considered "spent". In these cases, failure to disclose previous convictions may lead to disciplinary action. If the post to which you are applying is exempt from the Act, you will be asked to declare any convictions (including spent convictions) prior to your interview / assessment .

If the nature of the work involves substantial access to children or other vulnerable groups you will be required, under the Police Act 1997, to apply for a Disclosure Certificate from the Criminal Records Bureau so checks can be made in respect of your application. The level of disclosure will be indicated in the recruitment information. For further details please see the "Guidance Notes for Applicants".

For all other posts, if you are shortlisted for interview, you will be asked to disclose any convictions that are not considered to be "spent" under the Rehabilitation of Offenders Act.

USE OF A VEHICLE

This job may require you to travel around the Chichester Harbour area. If this is appropriate to the job you have applied for please indicate how you will be able to meet this criteria. Do you have a valid driving licence and use of a vehicle?

YES /NO

DECLARATION

I declare that the information given is true and accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that if appropriate, a criminal records check will be carried out.

Signature:

Date:

Please return this form by post to:

PRIVATE & CONFIDENTIAL
Pasha Delahunty
Executive Officer
Chichester Harbour Conservancy
Itchenor
Chichester
West Sussex PO20 7AW

Or by email with "Application - *post applied for*"
in the subject to:

Pasha.delahunty@conservancy.co.uk