

Thank you for enquiring about this post.

YOU SHOULD READ THIS INFORMATION BEFORE SUBMITTING YOUR APPLICATION

Guidance Notes for Applicants

Applying for a job with Chichester Harbour Conservancy

The information you provide on your application form will determine whether you are shortlisted for interview/assessment. To be shortlisted you will need to show that you:

a) Meet the requirements of the post

or, where there are a large number of applicants who show that they meet the job requirements

b) That you meet the requirements of the post to a high level.

Completing the Application Form.

- Your form will need to be photocopied, please use black ink and write clearly or use typescript.
- You should complete all sections of the form. Curriculum Vitae may only be used *in addition* to this form.
- Where the application form does not allow you enough space to complete a section in full, please use a separate sheet, *mark it clearly with your name*, and attach it to the application form. Please use paperclips or staples and not sticky tape or glue.
- All time since leaving full-time education must be accounted for.
- A **Job Description** and **Person Specification** are included with this Application Form. The job description will outline the duties of the post. The person specification is a list of carefully considered and justifiable criteria based on the job description; it outlines the qualifications, knowledge requirements, competencies and skills we require in candidates and where we would expect to get evidence of these attributes. This enables recruiters to assess an applicant's suitability to be shortlisted and assessed for a job. Where you believe you have the necessary skills and competencies you should give examples of these. Relevant skills may have been gained other than through paid employment so consider also any private, social, leisure, voluntary and domestic responsibilities you have where relevant skills / competencies have been developed.
- **References** – Two references are required. Your current employer must be one of your referees or, if you are currently not working, this should be your most recent employer. Referees will not usually be contacted prior to interview and generally offers of appointment will be made subject to references. However for some posts, referees will be contacted prior to interview - if this would cause a difficulty please indicate this on the form.

- If you are currently a student, one referee should be your college. We reserve the right to contact any of your previous employers.
- **People with Disabilities** - A copy of the Equal Opportunities Policy is enclosed. As part of our commitment to Equal Opportunities, Chichester Harbour Conservancy guarantees to shortlist people with disabilities who meet the essential criteria of the post. If you consider yourself to have a disability that would affect your application you will need to inform us and we will process your application accordingly. We recognise that some people may have disabilities, which mean they require support and/or assistance during a selection process. We will try to ensure that any requirements you may have are met. You will have the opportunity to contact the Resourcing Centre to discuss your requirements.

Further Information about Working for Chichester Harbour Conservancy

- **Pre-Employment Medical Questionnaire** - Any offer of employment will be subject to clearance by our Occupational Health Service. If you are called for interview, you will be required to complete a pre-employment medical questionnaire. Jobs which regularly entail driving a vehicle (other than a private car) demand a more in depth medical requirement, details will be given if appropriate.
- Please ensure you have read, understood and completed the section concerning the **Rehabilitation of Offenders Act 1974**.
- **Checks with the Disclosure and Barring Service (DBS) (Formally CRB) and checks with The Department of Health and The Department of Education and Skills.**

Because of the nature of the work, there are many posts particularly in the Education & the Arts and the Social & Caring Services Directorates which are exempt from the provisions of the **Rehabilitation of Offenders Act 1974**.

Applicants for these posts are therefore not 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 your application being rejected, or, if you are appointed may lead to your dismissal. If the post for 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.

Any information disclosed will be taken into consideration but will not automatically prevent your application from proceeding unless the Head of Service / Unit considers that the conviction renders you unsuitable for appointment. In making this decision, the Head of Service / Unit will consider the nature of the offence, how long ago and what age you were when it was committed.

If you are successful in your application and the nature of the work involves regular contact with children or other vulnerable groups you **will be required, under the Police Act 1997, to apply for a clearance Certificate from the DBS in order for checks to be made in respect of your application**. The level of disclosure will be indicated in the recruitment information. In these cases, if you are shortlisted for the post you will be asked to provide proof of identity and complete a disclosure application form.

Checks will also be made against **Department of Health records** and, for certain posts, **Department of Education and Skills records**.

Candidates who have been working and/or living abroad will be expected to provide evidence that they do not have a criminal record.

For posts that are not exempted under the Rehabilitation of Offenders Act, criminal convictions will be taken into account only when they are relevant to the post. In these circumstances applicants are not required to disclose convictions that are “spent” under the Acts.

- **Asylum and Immigration Act** - Under Section 8 of the Asylum and Immigration Act 1996 it is a criminal offence for an employer to employ a person who is subject to immigration control unless he or she is entitled to be employed in the UK. To comply with this Act, WSCC is obliged to ask all successful external applicants to provide evidence that they are entitled to work in the UK.
- **Politically Restricted Posts** - Under the Local Government and Housing Act 1989, there are certain posts that restrict political activity. These include “specified” posts such as Chief Officers’ posts, which involve giving regular advice to the Council or speaking on behalf of the Council, or posts where the salary exceeds spinal point 44 (or equivalent) of the salary scales. It is possible, in some cases, to gain exemption from these provisions.

For specific conditions of the post advertised, please see job conditions information included in the job description / advertisement.

- **Pay** - Most Conservancy Staff are paid on nationally agreed salary points within the Conservancy’s grading structure. The grades span from grade 1 to grade 12. Jobs on these grades have been evaluated using the nationally agreed Job Evaluation Scheme (unless indicated otherwise). Staff above grade 12 are on local grades evaluated under the Hay Job Evaluation Scheme.
- **Hours of work** - Office based staff normally work a 5-day week of 37 hours (37 hours and 5 minutes for employees who have been employed continuously by CHC prior to November 2001). With some weekend working required.
- **Probation and Notice** - A probationary period of six months will apply to those employees new to local government, termination of employment on either side is subject to one week’s notice during this time. Notice after this period will vary between 4 and 13 weeks according to salary level and length of service (unless entitlement is greater under the Employment Rights Act 1996).
- **Pensions** - The Local Government Pension Scheme (LGPS) is available to all staff aged under 65. All employees (full or part-time, ‘permanent’ or temporary) will automatically become members of the Scheme unless they opt out. Casual employees need to positively opt in. The gross contribution rate is 6% of pay with the County Council making a substantially higher contribution. Scheme members are entitled to tax relief on contributions paid and the LGPS is contracted out of the State Earnings Related Pension Scheme (SERPS). The LGPS offers an index linked pension, lump sum allowance, benefits covering death, ill health retirement and early retirement, widow/widowers’ pensions and children’s allowances and the opportunity of Additional Voluntary Contributions (AVCs) to improve benefits. Accrued benefits are transferable to most other pension schemes if you leave before retirement.

Teachers and Youth Workers are eligible to join the Teachers Pension Scheme (TPS). Full time employees will automatically become members of the Scheme unless they opt out. Part-time and casual employees need to positively opt in.

Staff on Soulbury Terms and Conditions can opt into the TPS if there is any element of teaching in their job description. Otherwise they are entitled to join the LGPS.

- **Equal Opportunities Monitoring Form** – Chichester Harbour Conservancy aims to effectively monitor the success of its Equal Opportunities Policy and practice. The monitoring of Equal Opportunities data within the recruitment process is vital to ensure we achieve this.

Any information provided will be used solely for monitoring purposes and will ***not*** be considered in any part of the selection process. The only exception to this is where a candidate has indicated a disability and will therefore be guaranteed to be shortlisted providing the essential criteria for the post are met.

The Next Step

- If you have any queries in respect of the application pack or the recruitment process please telephone the Harbour Office on 01243 512301.
- Please check that you have signed and dated your Application Form.
- Please ensure you send your completed application to us by the closing date.
- **Applications should be returned to Chichester Harbour Conservancy, The Harbour Office, Itchenor, Chichester, West Sussex. PO20 7AW.**
- In order to minimise costs we do not acknowledge the receipt of applications unless a stamped addressed envelope is included with your returned application form.
- In many cases a range of selection techniques will be used such as a structured interview, tests, exercises or an assessment centre approach. You will be given details of the selection process in advance.
- Where qualifications have been deemed essential for the post, or where certificates, licences or registration documents may be relevant, you will be asked to provide evidence of these during the selection process.
- We suggest you keep a copy of your completed application form.