



**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	POST HELD	REASON FOR LEAVING	DATES				
			FROM		TO		
			M	Y	M	Y	

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

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

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

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

**DISABILITY**

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

**If you are applying for a post in Social and Caring Services and have previously worked in Social Services at any time, you must quote your last Social Services employer.**

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: .....

Some jobs require that you have the ability to travel to diverse parts of Chichester Harbour. This will be indicated on the Job Description / Person Specification. If this is appropriate to the job you have applied for please indicate how you will be able to meet this criteria.

**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.

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)

### Health Record (Over Last 12 months)

Number of Days unable to work due to illness/accident? \_\_\_\_\_ How many occasions? \_\_\_\_\_

Details:

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.

**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 to:

PRIVATE & CONFIDENTIAL  
c/o Mr Ed Carter  
Chichester Harbour Conservancy  
The Harbour Office, The Street  
Itchenor, Chichester  
West Sussex PO20 7AW