

Guidance Notes for Applicants

YOU SHOULD READ THIS INFORMATION BEFORE
SUBMITTING YOUR APPLICATION

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**
- b) You meet the requirements of the post to a high level (where there are a large number of applicants who show that they meet the job requirements)

Completing the Application Form

- You may complete the form by hand or type. If completing the form by hand, please use black ink and write clearly.
- You should complete all sections of the form in full. Curriculum Vitae may only be used **in addition** to this form as a supporting document.
- 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 if posting. If you are submitting your application by email, please include the extra sheet in the body of the application.
- 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 school or college. We reserve the right to contact any of your previous employers before appointment.
- **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 and you will be required to complete a pre-employment medical questionnaire.
- Please ensure you have read, understood and completed the section on the application form concerning the **Rehabilitation of Offenders Act 1974**. 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.
- **DBS checks** are required for some posts and in this case any offer of employment will be subject to clearance.
- **Immigration, Asylum and Nationality Act 2006** - 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, CHC is obliged to ask all successful external applicants to provide evidence that they are entitled to work in the UK.
- **Pay** - Most CHC permanent staff are paid according to the National Joint Council's (NJC) 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 paid above grade 12 are on local grades evaluated under the Hay Job Evaluation Scheme. Seasonal staff are paid on a locally agreed hourly rate.
- **Hours of work** - Office based staff normally work a 5-day week of 37.5 hours. Staff are paid on a 37 hour a week basis, but work an extra 30 mins a week to allow for an additional 3 days leave to cover the Christmas office closure period. Staff will be given the opportunity to choose if they wish to take up this option.
- **Probation and notice** - A probationary period of six months will apply to those employees new to CHC, 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 staff. All employees (full or part-time, 'permanent' or temporary) will be automatically enrolled into the Scheme once they meet the qualifying criteria. Staff are only able to opt-out once they have been enrolled. The gross contribution rate is 6% of pay with CHC 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.
- **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 or by email to info@conservancy.co.uk unless otherwise directed.**
- 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.

Equality of Opportunity Value Statement

Chichester Harbour Conservancy values all people, regardless of their gender, age, disabilities (including medical conditions), race, ethnic origin, language, political beliefs, trade union membership or non-membership, religion, marital status and sexual orientation.

We are therefore committed to promote equality of opportunity:

- As a provider of services;

Our Equality of Opportunity service delivery policy, Equal Opportunities in Employment policy and Race Equality Scheme are designed to implement our commitment. We will make sure services are equally accessible and relevant to all clients and that our recruitment and employment practices and procedures actively promote equality of opportunity.

We will use our influence and community leadership to promote understanding and harmony between people. We will help to develop strong, secure, self-reliant, self-confident communities free from unlawful discrimination. We will work with other agencies and organisations in seeking to eliminate discrimination, harassment and attacks on any group or individual.

Equal Opportunities in Employment Policy

In addition to the above value statement, we acknowledge that the efficiency of Chichester Harbour Conservancy will be improved if we seek to develop the skills and abilities of all employees. We recognise and accept our responsibility as an employer to promote equality of opportunity.

Our policy and its provisions cover all staff working for / within Chichester Harbour Conservancy. The overriding principle on which our policy is based is that jobs should be filled by those best able to do them. Therefore we will take every possible step to ensure that our staff and potential staff, are all treated fairly and that all employment decisions including those on recruitment, selection, promotion, training and career development, are based on job related, objective criteria.

Whilst managers are key in making this policy effective, there are also duties placed upon employees. These are outlined in our HOSI and will be discussed with you as part of your induction, if you are successful in your application for employment.

Candidates with a Disability

We are committed to increasing the number of people with disabilities in our workforce to reflect the diversity of the population of West Sussex and Hampshire. We will shortlist any candidate with a disability, where they meet the essential requirements of the job. We will also provide support and assistance for candidates during the selection process to ensure that any special requirements are met.



Employment Equality Monitoring

We wish to monitor the effectiveness of our Equal Opportunities in Employment policy so that we may continuously seek to improve our performance. We need your help to do this and so ask you to complete the equal opportunities monitoring information sheet which is attached to the employment application form, but will be detached from your application by staff in the HR Unit. Any information provided will be used solely for monitoring purposes and will **not** be considered in any part of the selection process.

Further Information

You can obtain a full copy of either the service delivery or employment equality policies or the Race Equality Scheme from the Personnel Services Unit. Please telephone the number quoted in the job advertisement.

**CHICHESTER HARBOUR CONSERVANCY
EQUAL OPPORTUNITIES MONITORING INFORMATION**

Chichester Harbour Conservancy is committed to a policy of equality of opportunity in its employment and personnel practices. It is committed to ensuring that every employee or job applicant receives equitable treatment on the grounds of his/her gender, marital status, dependants, sexual orientation, race, religion or creed, ethnic or national origins and nationality (including citizenship), age, disability, HIV or AIDS status, and/or medical conditions and trade union membership/activity and/or political views/affiliations.

We wish to monitor the effectiveness of this policy and aim to prevent any job applicant being disqualified by conditions and requirements which cannot be shown to be justified. It is therefore important that you provide the following information by ticking the appropriate boxes and for existing Chichester Harbour Conservancy employees there are two additional points to answer, which will help us monitor equality issues in relation to promotion. The information collected on this section of the application form will remain confidential to Chichester Harbour Conservancy. It will not be disclosed to those who are shortlisting or appointing to the vacant position.

Surname/Family Name: _____ First Name: _____

Post Applied for: _____ Post Reference: _____

Ethnic Origin

a) White	Gender	Male	Female
British			
Irish			
Any other white background	Age		

b) Mixed	16 - 25
White and Black Carribean	26 - 35
White and Black Africian	36 - 45
White and Asian	46 - 55
Any other mixed background	56+

c) Asian or Asian British	Please tick the following box if you are an existing employee of Chichester Harbour Conservancy
Indian	
Pakistani	
Bangladeshi	
Any other Asian background	

	If so, are you applying for a job at a higher grade than you current post?
d) Black or Black British	Yes No
Carribean	
Africian	
Any other black background	

e) Chinese or other ethnic group
 Chinese
 Any other ethnic group

Do you consider yourself to have a disability?
 Yes No

Your answer should take into account the definition of disability in the Disability Discrimination Act 1995, which is: "Any physical or mental impairment which has a substantial or long term adverse effect on the (person's) ability to carry out normal day-to-day activities".

Thank you for completing this questionnaire.