**CONFIDENTIAL**  

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| **Application Form** Please complete this application form in full. CV’s will only be accepted as supporting documents. |
| Post - Volunteer Harbour Warden | Locations - Itchenor and Emsworth |

PERSONAL DETAILS

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| SURNAME / FAMILY NAMEMr/Mrs/Miss/Ms/other............. | FIRST NAMES | KNOWN AS |
| PERMANENT ADDRESS | TELEPHONE NUMBERS |
| EMAIL ADDRESS |
| Where did you see this post advertised? |  |

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| **PLEASE PROVIDE DETAILS OF PREVIOUS VOLUNTEERING OR EMPLOYMENT EXPERIENCE RELEVANT TO THIS VOLUNTEER VACANCY** (Continue on a separate sheet if necessary) |
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| **WHAT SKILLS AND COMPETENCIES CAN YOU OFFER TO THIS VOLUNTEER VACANCY?** Please give examples below of the skills and competencies you possess relevant to the vacancy. You may have acquired these from a number of sources including other voluntary work or unpaid duties if you have had a break from paid employment. You may be asked to provide evidence of your skills and competencies. (Continue on a separate sheet if necessary) |
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| **WHY DO YOU WANT TO VOLUNTEER FOR THIS OPPORTUNITY?** |
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| **HOW MUCH TIME CAN YOU GIVE IN RELATION TO THIS VOLUNTARY ROLE?** |
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**DISABILITY**

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

**DATA PROTECTION**

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| 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**

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| 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. |

**DECLARATION**

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| **I declare that the information given is true and accept that false information may result in my application being disqualified. I understand that if appropriate, a criminal records check will be carried out.**Signature:   Date: | Please return this form by email with “Application - *post applied for*”in the subject, torecruitment@conservancy.co.uk |

Last updated May 2025