# Text Description automatically generated with medium confidence

# **CONFIDENTIAL**

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| **Application Form**    Please complete this application form in full. CV’s will only be accepted as supporting documents. | |
| Post: Seasonal Harbour Hard Assistant/ Junior Patrol officer | Location: Chichester Harbour Office, Itchenor |

PERSONAL DETAILS

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| --- | --- | --- |
| 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)**

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| --- | --- | --- | --- | --- | --- | --- |
| Education (including part time) Secondary / Further / Higher  Result/Grade  Establishment (name and town) From To Examinations Taken Date (or predicted) | | | | | | |
|  |  |  |  | |  |  |
| 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 | | | | | | |
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CAREER HISTORY/WORK EXPERIENCE

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| --- | --- |
| Present or most recent position (please indicate which) | |
| Employer:      Address:      Nature of Business/Type of Authority:      Reasons for leaving:      Notice required: | Position Held:      Department:      Start date: Leave date  (if relevant)    Basic salary per annum £ ………………..    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 job specification. . | |

PREVIOUS EMPLOYMENT/WORK EXPERIENCE

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| Please give below details of all your previous employment, starting with the most recent. (including Vacation jobs whilst a student). 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**

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| Please note that to be shortlisted for interview / assessment you will need to demonstrate that you meet the requirements set out in the **Hard Assistant/ Junior Patrol Officer job description**. You will be assessed against these requirements. You should give examples below of the skills and competencies you possess relevant to the apprenticeship applied for. You may have acquired these from a number of sources including voluntary work or unpaid duties or through hobbies and interests. During the assessment process, you will be asked to provide evidence of your skills and competencies. |
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| **Other experience:** |

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

**REFERENCES**

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| --- | --- | --- |
| 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. | | |
| Name: | 1. | 2. |
| Address: |  |  |
| Tel. 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**

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| 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. |

**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 Chichester Harbour 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 Chichester Harbour 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**

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| **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 email with “Application - *post applied for*”in the subjectto:  **recruitment@conservancy.co.uk**  Or by post to:  PRIVATE & CONFIDENTIAL  Jo Cox  Harbour Master  Chichester Harbour Conservancy  Itchenor  West Sussex PO20 7AW |

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