

## APPLICATION FOR EMPLOYMENT

We wish to ensure that comparison between applicants is fair and in line with the Authority's Equal Opportunities Policy. The information you provide on this form is the only information we will use in deciding whether you will be shortlisted for an interview. It is therefore essential that you complete the form and that you clearly demonstrate how you meet the (1) **Essential and Desirable Criteria** in addition to the **Key Skills & Behaviours** described in the **Person Specification**.

Please note that CVs are not accepted and will not be considered

Position Applied for: \_\_\_\_\_

Surname/family name: \_\_\_\_\_

First Name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Home: \_\_\_\_\_  
Work: \_\_\_\_\_  
May we contact you at work? Yes No

E-mail address: \_\_\_\_\_

When would you be available to take up this post? \_\_\_\_\_

National Insurance Number \_\_\_\_\_

- |   |     |    |
|---|-----|----|
| 1. Do you hold a current driving licence?             | Yes | No |
| 2. Do you have a right to work in the United Kingdom? | Yes | No |
| 3. Do you have any conflicts of interest?             | Yes | No |

If you answered **YES** to Question 3 please describe below.

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**EDUCATION AND TRAINING**

Please list any education and/or training that you have undertaken which are relevant to the job profile:

Dates	Education/Courses/Training & Qualifications

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**REFERENCES**

Please give below the names and addresses of two professional referees who can comment on your suitability for the post. These should not include relatives or purely personal friends. We would normally seek a reference from your present and most recent employer.

**First Referee**

**Second Referee**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Position Held: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Telephone number: \_\_\_\_\_

References will be taken up for applicants who are shortlisted for interview. Please indicate below if you do not wish us to take up references before the interview.

YES      NO

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**EMPLOYMENT RECORD**

**Paid and/or unpaid work experience**

Please include your current/previous employment. Please put in date order, starting with your current/ the most recent position.

Date	Employer	Nature of Work

**SUPPORTING STATEMENT**

This is the most important part of your application as it will be used to decide if you meet the criteria and should be shortlisted for interview.

Please explain how your skills, experience and knowledge meet the requirements set out in the **Role Profile** and **Person Specification** and tell us how you meet the **Essential and Desirable Criteria** and **Key Skills & Behaviours** required for the role, describing how they will enable you to successfully do the job.

Please use contextual examples where possible. The Supporting Statement should be no more than 1,500 words.

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**ADDITIONAL INFORMATION**

Do you have any unspent convictions (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975), cautions, reprimands or warnings or do you have any charges pending? YES      NO

**DECLARATION**

Any false statement or withholding of relevant information may lead to dismissal or the withdrawal of an offer of appointment.

I declare that the information given on this form is correct.

Signature:

Date: