

Job Application Form



Inshore Fisheries and Conservation Authority

Please complete this form electronically where possible.
You may expand boxes as needed or attach additional pages.

Job Details

Job title	IFCA Training Manager	
Location	Remote/Flexible	
Closing date for application		
Reference	ITM2026	
Work arrangements (select as appropriate)	Full time <input checked="" type="checkbox"/> / Part time <input type="checkbox"/>	
If the post is full-time, would you be prepared to consider working on a job-share basis? (select as appropriate)		N/A
If job-share, please state preferred working arrangements: N/A		

Personal Details

Surname	
First names	
Title (select as appropriate)	Mr <input type="checkbox"/> / Mrs <input type="checkbox"/> / Miss <input type="checkbox"/> / Ms <input type="checkbox"/> / Mx <input type="checkbox"/> / Other <input type="checkbox"/>
Maiden name or previous names	
Address	
Email address	
Correspondence Address (if different from above):	
Daytime telephone number	
Mobile	
Home	

Guidance on completing your application

Thank you for your interest in this role.

This application form is used to assess your suitability against the job description and person specification. We shortlist based only on the information you provide, so it's important that you clearly demonstrate how you meet the requirements of the role.

When completing your application, you should:

- Address the essential and desirable criteria set out in the person specification
- Provide clear examples of your experience and achievements
- Include relevant experience from employment, education, volunteering or other activities

We may receive a high volume of applications and will only shortlist candidates who clearly demonstrate how they meet the essential and, where applicable, desirable criteria.

We do not accept CV's in place of this application form, to ensure all candidates are assessed consistently.

If you require any reasonable adjustments to complete the application or attend interview, please contact us.

References

We may contact your references prior to interview unless you have ticked the boxes on the application form indicating not to. References will not be used as part of the interview process, but will be taken into account if you are offered the post. We must receive two satisfactory references about you before we can formally offer you the post.

"Confidential - for the attention of the Recruitment Support Team"

All information provided on a "Confidential - for the attention of the Recruitment Support Team" basis is usually withheld from the recruitment and selection panel until shortlisting is complete. The information is made available to the panel for the interview and you should anticipate being asked about it.

Rehabilitation of Offenders

The Authority requires all applicants to disclose criminal convictions. Some posts require information relating to both "spent" and "unspent" convictions whereas other posts require "unspent" information only. If you require further details please visit the www.gov.uk website.

Under the Rehabilitation of Offenders Act (ROA) job applicants are only required to declare criminal convictions which are not considered "spent" under the Act.

Please read the guidance notes before completing this section.

Declaration of Interests

Direct or indirect canvassing of Councillors or Senior Officers by, or on behalf of yourself is forbidden. If you are related to a Councillor or Senior Officer record the details in a sealed envelope and mark it "Confidential - For the attention of the Recruitment Support Team".

Equal Opportunities in Employment Monitoring Form

The Authority has an Equal Opportunities in Employment Policy. One of its aims is to ensure that unfair discrimination does not occur in recruitment and in order to help the Authority monitor the effectiveness of this Policy (and for no other reason) an Equal Opportunities in Employment Monitoring Form is attached to the Application Form. Completion of this will help us to ensure that we provide the highest standard of service to job applicants.

Disability Guidance

The Equality Act 2010 states that you are disabled if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

Evidence of Qualifications

If invited to interview, you will be required to provide evidence to prove that you hold the qualifications, which are relevant to the appointment. If the post requires you to travel on official business you will be required to produce your drivers licence and certificate of insurance to your manager for inspection upon appointment.

Health Statement

Where an appointment is offered, you will be required to provide information relating to your health and complete a Seafarer's Medical (ENG1).

Eligibility to work

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. You will be required to provide evidence, prior to appointment, contained within passports, Identity Cards for Foreign Nationals or other documents on the approved UK Visas & Immigration list to satisfy the Authority that you have the right to work in the UK.

Interview Expenses

The Authority does not normally pay interview expenses. We do, however, recognise that there may be occasions when candidates require assistance. Please contact the Chief or Deputy Chief Fisheries and Conservation Officer if you require if you require such assistance, before incurring any expense.

Present Employment

Job title	
Name and address of employer (including County)	
Date started current post	
Date commenced with employer	
Salary / wage / benefits	
Notice required	
Briefly describe your present job; its main purpose and your responsibilities:	

Previous Employment

Please list most recent first. Include permanent and temporary work, service with HM Forces, voluntary work, work experience and previous IFCA.			
Name & Address (including County and nature of business)	From / To (exact dates)	Position and Salary	Reason for leaving

Education and Qualifications

From age 11 onwards, please provide details of relevant education and qualifications. State whether full (F) or part (P) time			
Name of educational establishment	From / To	F/P	Subjects studied (with grades and year taken)

Training

This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion.		
Course Title	Organisation	From / To

Membership of professional institutes

Please indicate whether membership is by examination		
Institute	Level of membership	Year of Award

Additional Experience

Please account for any gaps in employment or education since leaving full-time education.

Experience	From / To

Driving Licence

Only answer if a full driving licence is an essential requirement of the job.	
Do you hold a current Driving Licence? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please state the type of licence you hold	
Do you have any current endorsements? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please specify:	

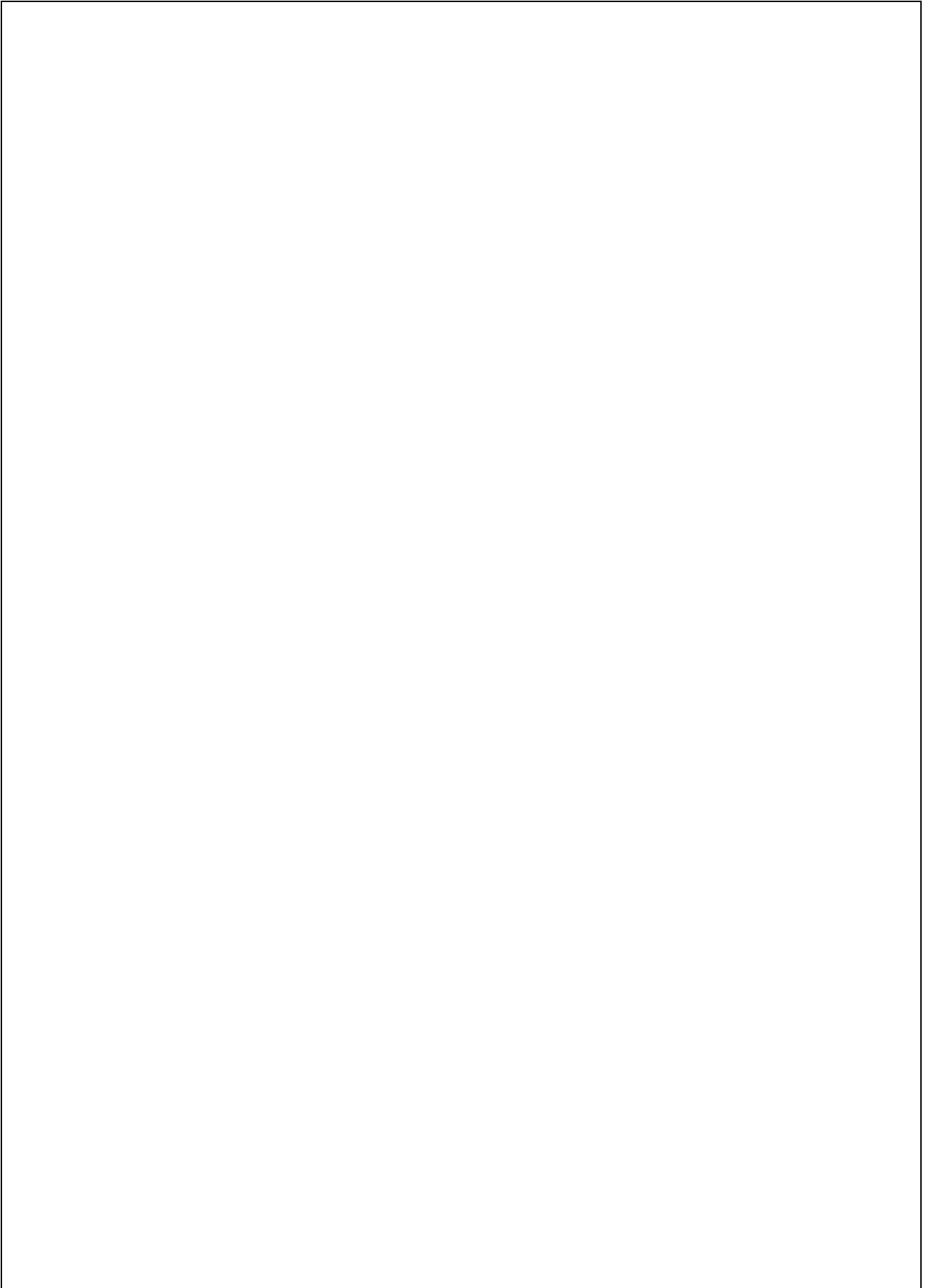
Why should we hire you?

This is the most important part of your application.

Please explain how your skills, experience and knowledge meet the requirements set out in the **job description and person specification** and how they will enable you to successfully do the job.

You should:

- Use the criteria in the person specification as headings and give examples of your experience and skills under each heading.
- You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment.
- Use clearly labelled continuation pages if required.
- Check you have demonstrated how you meet all the essential requirements on the person specification. The shortlisting panel cannot guess or make assumptions about your work experience.
- Remember that **we use the job description and person specification to shortlist** - if you do not therefore clearly demonstrate how you meet the essential and, where applicable, desirable criteria in the person specification - you will not be shortlisted to interview.



Declaration by Applicant

The Working Time Regulations 1998

Regulations on Working Time

The Working Time Regulations were introduced on 1st October 1998 and working hours in the UK are now governed by statute. Department working practices and procedures are therefore organised to comply with the following legal requirements. (Average hours are normally calculated over a 17 week period.)

- Average weekly working hours are limited to 48 hours
- Average daily night working hours are limited to 8 hours
- Minimum daily, weekly and in-work rest breaks requirements
- Minimum requirements for annual leave.

Department Policy and Procedures

The legislation was introduced as a health and safety measure. Employers who do not comply with the limits to working time will be committing a criminal offence. Working practices in the department are therefore monitored to ensure that generally, working hours remain well within legal limits.

Employers are required to take 'all responsible steps' to ensure that the limits to working time are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

This declaration will not prejudice your application

Please note:

- If you do have other job(s), your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored.
- If you are selected for interview the implications will be carefully discussed with you. The department may consider it necessary to discuss the situation with your other employer(s) but only with your permission.
- Depending on the overall situation and the outcome of discussions with you, the department would have the following options:
 - not to offer you the appointment
 - offer the appointment on reduced hours
 - offer the appointment providing the other work is relinquished (or the hours reduced)
 - offer the appointment and enter into an agreement with you to opt out of the weekly working time limit.

Employment which you intend to continue if successfully appointed to the post applied for.

Please complete and sign **either** Section 1 **or** Section 2 below.

Your application cannot be processed if you do not return this form.

Please declare any other job, whether they are with local authorities, public bodies or with private companies/employers.

Section 1 - No other employment			
I confirm that I do not have any other employment.			
Signature			
Print Name			
Date			
If form has been completed electronically please place an 'x' in this box in place of your signature →			<input type="checkbox"/>
Section 2 - Other Employment			
All other employment that I have is detailed below: Weekly hours must specify total regularly worked (including overtime) Please use 24-hour clock			
Job Title	Weekly Hours	Start Time	End Time
Signature			
Print Name			
Date			
If form has been completed electronically please place an 'x' in this box in place of your signature →			<input type="checkbox"/>

References

Please provide two references. One must be your present or last employer (where applicable) and the other, a second employer. If you have not been employed previously, please provide an academic and character reference.

A job offer will not be made without 2 references.

If you do not wish us to contact your referees prior to interview, please indicate as shown.

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the 'Previous Employment' section of this form.

Please contact us immediately if this is a cause for concern.

Present/last employer	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? Please state yes or no	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Second referee or course tutor (if applicable)	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? Please state yes or no	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Warnings and Disciplinary Issues

Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked 'Confidential - For the attention of the Recruitment Support Team' and attach it to your application form.		
I have attached details requested	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Please list any disciplinary offences or warnings you have received at any time, or state if not applicable.		
Reason for warning	Date	Name/address of employer

Rehabilitation of Offenders Act 1974

You are required to declare any criminal convictions (including bind over and cautions) which are not "spent" in accordance with the Rehabilitation of Offenders Act 1974. Some of our posts carry exempt status under the provisions of the Act for which you are required to declare any convictions regardless of whether or not the time limit has elapsed. If you require further details please visit the www.gov.uk website.

For posts that are exempt under the Rehabilitation of Offenders Act 1974:	
Have you ever been convicted of a criminal offence? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Are there any alleged offences outstanding against you?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
For all other posts:	
Do you have any criminal convictions which are not yet "spent"?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'Confidential - For the attention of the Recruitment Support Team'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.	

Declarations

You are required to declare any relationships with Senior Officers, Elected Members or members of East Sussex County Council, West Sussex County Council or Brighton & Hove City Council as canvassing, whether direct or indirect, will invalidate your application. (Please note Senior Officers are defined as Chief Officers or Deputy Chief Officers.)

Are you a relative, partner or friend of anyone who currently works for or is a County Councillor for any of the above?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
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If 'YES', please give details (stating department and job title if quoting an employee):	
Do you undertake any activities and/or responsibilities in connection with management committees of voluntary organisations?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please give details:	

Declaration

I declare that the information given both on this application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination.	
Signed:	
Date	
Print name	
If form has been completed electronically please place an 'x' in this box to indicate your consent →	<input type="checkbox"/>
<p><i>Data protection</i></p> <p>The Authority will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.</p> <p>Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.</p>	

How to return your form

Please send your completed application form to r.pearson@sussex-ifca.gov.uk

CONFIDENTIAL: Equal Opportunities in Employment - Monitoring Form

This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. The Authority aims to treat these differences positively, recognising that diversity creates a strong, flexible, and creative workforce.

The Authority's Equality of Opportunity in Employment Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person's ability to do the job.

The Authority has a statutory duty to collect the information you provide on this form, and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.

This information will not affect the consideration of your application.

Job applied for		IFCA Training Manager	
Job No. or Ref (if applicable)		ITM2026	
How did you learn of this vacancy?			
Surname and initials			
Age		Date of Birth	
Gender			

Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British, and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific.

Please identify your ethnic origin either by putting an 'x' in ONE of the boxes below or by giving your own description in the space provided.

a. White	
British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>
Traveller of Irish Heritage	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>

b. Mixed	
White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>

c. Black or Black British	
Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>

d. Asian or Asian British	
Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>

e. Other ethnic groups	
Chinese	<input type="checkbox"/>
Any other ethnic group	<input type="checkbox"/>

Prefer not to say	<input type="checkbox"/>
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Disability Guidance

The Authority is a Disability Confident employer. If you have a disability, this lets you know that:

- we will make reasonable adjustments to make sure you are considered for the job on an equal basis with other applicants.
- If the manager is satisfied your application shows you meet all the essential criteria, you will normally automatically be shortlisted for interview. However, in line with the National Disability Confident scheme, if there is a high number of suitable applications for a vacancy and its therefore not possible to interview all applicants, we will select those disabled candidates who best meet the essential criteria for a role. It may also be necessary to limit the overall number of disabled and non-disabled candidates interviewed for a vacancy.

The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long-term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled, please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.

Do you consider yourself to be disabled as set out in the Equality Act? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please describe your disability.	
If you need any assistance to attend or participate in the interview, please give details.	

Military status

Where an applicant is a current or former member of the Armed Forces (including reserve forces) and they meet the essential criteria of the post, they are automatically shortlisted for interview.

Are you a current or former member of the Armed Forces (including reserve forces)?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
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If Reserve, please identify your military status by putting an 'x' in the relevant box below:

Royal Auxillary Air Force	<input type="checkbox"/>
Territorial Army	<input type="checkbox"/>
Royal Naval Reserves	<input type="checkbox"/>

Religion

Please identify your religion by putting an 'x' in ONE of the boxes below.

Christian	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Other religion	<input type="checkbox"/>
No religion	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Sexual Orientation

Please identify your sexual orientation by putting an 'x' in ONE of the boxes below.

Bisexual	<input type="checkbox"/>
Gay man	<input type="checkbox"/>
Gay woman / lesbian	<input type="checkbox"/>
Heterosexual / straight	<input type="checkbox"/>
Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Gender Identity

Is your gender identity the same as the gender you were assigned at birth?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Employees with caring and parental responsibilities

We value the contribution of carers, and we understand the additional pressures carers face in managing their work and caring responsibilities at the same time.

Are you a carer?

We consider a carer to be anyone who spends a significant proportion of their time providing unpaid support to family or friends. This could be caring for a partner, relative or friend who is ill, frail, disabled, or has mental health or substance misuse problems.

Examples of caring activities

A lot of people with caring responsibilities don't identify themselves as being a carer. We consider you to be a carer if you provide:

- personal care such as help with bathing, washing, dressing, going to the toilet and administering medicines
- physical care such as help getting out of bed, walking, eating, and feeding, getting out of the house and/or in the community and with shopping

- administrative support such as help with finances and filling in forms
- emotional support and company including listening, prompting, encouraging, and raising confidence.

According to the definition of a ‘carer’ given above, do you have caring responsibilities for an adult?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Are you a parent/carer?

The term parent/carer means any person with parental responsibility for a child or young person with special educational needs or disability. It is an inclusive term and covers for instance foster carers, adoptive parents and other family members.

According to the definition of a ‘parent carer’ given above, do you have caring responsibilities for a disabled child under the age of 18 years?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Are you a parent?

We define a parent as:

- a mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or a person who has been granted a residence order in respect of a child, or
- a person married to, or the civil partner of the child's mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or person who has been granted a residence order in respect of a child.

Are you a parent of a child or children under the age of 17 years?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>