

Sussex Inshore Fisheries and Conservation Authority

Job application form

Please complete all this form in type or black ink and use only the same size paper (A4) as continuation sheets. Guidance notes are included at the end of this form.

Job details

Job title	Deputy Chief Fisheries & Conservation Officer	
Location	Shoreham	
Closing date for application	12:00 24 th September 2021	
Reference number		
Preferred working arrangements (select as appropriate)	Full time <input type="checkbox"/> / part time <input type="checkbox"/> / job share <input type="checkbox"/>	
If the post is full-time, would you be prepared to consider working on a job-share basis? Please state yes or no		
If job-share, please state preferred working arrangements:		

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"/>
Previous names	
Address	
Email address	
Correspondence Address (if different from above):	
Phone number	

Present or most recent employment

Job title	
Name and address of employer (including County)	
Date started current post	
Date commenced with employer	
Leaving date (where applicable)	
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 local authority service.			
Name & Address (including County and nature of business)	From / To (exact dates)	Position	Reason for leaving

Education and qualifications

From age 11 onwards.			
Name of School, College, University etc	From / To	Full or part time	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

Other Experience

Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include e.g. unemployment or voluntary work. Please state this information in chronological order.

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? Please state yes or no	
If yes, please state the type of licence you hold	
Do you have any current endorsements? Please state yes or no	
If yes, please specify:	

Why are you applying for this job? Refer to 'Guidance Notes' for job applicants

Please mention any specific skills or experience that meet the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests. (Please continue on a separate sheet if necessary).

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. The Authority's 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 Authority 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 Authority 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	
Second referee	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? Please state yes or no	

Warnings and Disciplinary Issues

Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning? Please state yes or no	
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? Please state yes or no	
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 and attach it to your application form.	
I have attached details requested. Please state yes or no	
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.

Please read the guidance notes before completing this section.

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? Please state yes or no	
Are there any alleged offences outstanding against you? Please state yes or no	
For all other posts:	
Do you have any criminal convictions which are not yet “spent”? Please state yes or no	
If YES to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.	

Declaration of Interests

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? Please state yes or no	
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? Please state yes or no	
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 →	
 Data Protection 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. 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.	

How to return your form

Please send your completed application form **to the postal or email address shown in your application pack**. If you are returning your application by post, please ensure you use the correct postage for the size, weight and thickness of your envelope in line with the revised posting system introduced in August 2006.

In the interests of economy an acknowledgement will be sent only if you supply a stamped addressed envelope. We look forward to receiving your application form.