



APPLICATION FOR EMPLOYMENT

Please return Application form to NEIFCA, Town Hall, Bridlington, YO16 4LP, or email to ne-ifca@eastriding.gov.uk

Post Details

Post title: Environmental & Scientific Officer/IFCO
 Post no: PN024297

Personal Details

Title:
 Forename:
 Surname:
 Address including postcode:

Contact Telephone Number

Email Address

My preferred method of communication is by
 (please specify email or hard copy):

Date of birth:

National Insurance Number:

Period of notice required in current post:

Are you a current employee of NEIFCA?

Do you have a family or close
 relationship to a Member or Senior
 Officer of this Authority?

If yes, please give name(s) and
 relationship:

Do you hold a full valid driving licence?

Do you have, or have you had in the last
 5 years, any of the following driving
 convictions? Dangerous/reckless driving (code DD)
Driving whilst under the influence of
drink/drugs (code DR)

Unlawful taking / Stealing (code UT)

.....
Failing to Stop / Failing to report an accident
(code AC)
.....

.....
Disqualification from driving for ANY offence
(including totting up)
.....

Qualifications

Please enter all qualifications shown on the employee specification as essential for this post and any others you feel are relevant to the post.

| Place of Learning | Subject | Qualification Level | Grade | Date Obtained |
|-------------------|---------|---------------------|-------|---------------|
| | | | | |

Training Courses / Learning

| Training course/learning event | Start Date | End Date | Result/Score |
|--------------------------------|------------|----------|--------------|
| | | | |

Membership of Professional Bodies

| Professional Body / Awarding Organisation | Membership Level | Start Date | Expiry Date |
|---|------------------|------------|-------------|
| | | | |

Current & Previous Employment

Please enter details of your current or most recent employment and your previous employment history.

| Job Title | Key Duties | Name and Address of Employer | Salary | From/To | Reason for leaving |
|-----------|------------|------------------------------|--------|---------|--------------------|
| | | | | | |

Skills Knowledge & Experience

Please refer closely to the employee specification for this post while completing this section of your application form. Please explain how you meet each requirement on the employee specification for the post, by providing clear examples, which can be drawn from your current and previous roles as well as any other experience that is relevant such as voluntary work.

You must explain how you meet every essential requirement on the employee specification to be considered for interview.

Supporting Statement

Criminal Record Declaration

Any information given will be completely confidential and will be considered only in relation to your application for this post.

A criminal record will only bar you from working with us if the circumstances and background of your offence(s) are incompatible with the duties of the post.

You need not include convictions that are spent under the Rehabilitation of Offenders Act, 1974.

| | |
|--|----------|
| Have you ever been convicted of a criminal offence? | Yes / No |
| If you have answered YES above, please state the nature of offence(s) and the date and place of the conviction(s): | |

REFERENCES

Please give details of two employment referees, one of whom must be your present or most recent employer (internal applicants must give their current line manager as a referee).

References are not accepted from relatives or friends writing solely in this capacity. Referees will be asked about your performance and by providing their details you are consenting to this. NEIFCA reserves the right to contact any current or previous employer after interview.

PLEASE ENSURE YOU GIVE TWO REFEREES – Please supply a contact email address for both referees to speed up the requesting of references

Referee 1

Name:

.....

Job Title:

.....

Organisation:

.....

Email address:

.....

Address including postcode:

.....

Telephone number:

.....

.....

Referee 2

Name:

.....

Job Title:

.....

Organisation:

.....

Email address:

.....

.....

Address including postcode:

Telephone number:

Referee Contact

Referees may be contacted before interview. Please indicate here if you do not wish this to happen:

WHERE YOU SAW THE VACANCY ADVERTISED

Please state where you saw this vacancy advertised:

COMMITMENT TO EQUALITY OF OPPORTUNITY

NEIFCA will ensure that no job applicant receives less favourable treatment on the grounds of colour, race, nationality, ethnic origin, gender, disability, marital status, pregnancy, age, religion or belief, sexual orientation, gender reassignment, HIV status, trade union involvement or political activities. All Members, employees and agents of NEIFCA must seek to eliminate discrimination and promote equality and good relations within all communities.

Applications from job seekers who require sponsorship to work in the UK are welcome and will be considered alongside all other applications for posts that meet the skilled worker sponsorship criteria. From 1 January 2021, free movement between the UK and other members of the EU ends and the new points-based immigration system applies to those who arrive from this date. The system treats EU and non-EU citizens equally. It does not apply to people who already have legal rights to live and work in the UK such as those who have indefinite leave to enter or indefinite leave to remain in the UK, Irish citizens or other residents from the European Economic Area that are granted settled or pre-settled status under the EU Settlement Scheme. Applicants can find out more about sponsorship and by visiting the UK Visas and Immigration website at <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

GENERAL INFORMATION

This application will be treated in the strictest confidence. NEIFCA treats personal data collected during the recruitment process in accordance with its data protection policy and in line with the General Data Protection Regulations (GDPR) 2018. Information about how your data is used and the basis for processing your data is provided in the NEIFCA Public Privacy Notice, which can be found at: ne-ifca@eastriding.gov.uk

NEIFCA reserves the right to verify claims made in this application.

Canvassing of any Member or Officer of NEIFCA will disqualify a candidate for appointment. A candidate who knowingly fails to disclose a family or close relationship to a Member or Officer will be disqualified from appointment.

Any false statement or withholding of relevant information may result in this application being rejected, dismissal or the withdrawal of an offer of appointment and possible referral to the police.

Please note that email is NEIFCA's preferred and most cost effective method of communication and will be used wherever possible at all stages of the recruitment process up to and including contract issue. Therefore, please ensure you supply a valid email address if you have one, notify us of any changes to your email address and check regularly for any communication regarding vacancies you have applied for.

DECLARATION BY APPLICANT

In completing this form, I give my permission for this data (excluding workforce monitoring information) to be used in the recruitment process to arrive at a selection decision and to be held and used for the purpose of compliance with Authority policy and legislation in relation to health, safety and other employment matters; analysis for management purposes and statutory returns as defined under data protection legislation. Should I be unsuccessful this will be for a period of six months, should I be successful I understand that the data will form the basis of some personal files.

I agree that during the course of any employment I will inform my Director immediately of any conviction for a criminal offence (other than minor road traffic and parking offences).

I certify that the contents of this application are, to the best of my knowledge and belief, a true statement.

Signature:

Date:

| | | | |
|------------------------------|---------------------------|--------|------------|
| For Official Use Only | Shortlisted for interview | YES/NO | E.O. Code: |
|------------------------------|---------------------------|--------|------------|

These details enable NEIFCA to meet its statutory obligations and will not be used to make selection decisions. This section will be removed from the application form and only used for the purpose of compliance with NEIFCA's policies and legislation in relation to health, safety and other employment matters, analysis for management purposes and statutory returns as defined under data protection legislation.

Do you need any support, assistance or translation help due to a communication barrier e.g. literacy skills or English is not your first language?

| | | | | |
|------------------|-----------------------|--------------------------|--|--------------------------|
| Age group | Under 25 | <input type="checkbox"/> | 45-54 | <input type="checkbox"/> |
| | 25-34 | <input type="checkbox"/> | 55-64 | <input type="checkbox"/> |
| | 35-44 | <input type="checkbox"/> | 65 or over | <input type="checkbox"/> |
| Gender | Female | <input type="checkbox"/> | Male | <input type="checkbox"/> |
| | Marital status | | | |
| | Married/Civil Partner | <input type="checkbox"/> | Widowed/Surviving Civil Partner | <input type="checkbox"/> |
| | Single | <input type="checkbox"/> | Divorced/Civil Partnership Dissolved | <input type="checkbox"/> |
| | Co-habiting | <input type="checkbox"/> | Separated | <input type="checkbox"/> |
| | | | Separated but still legally married/ in same-sex civil partnership | <input type="checkbox"/> |

My ethnic origin is:

White

English/Welsh/Scottish/Northern Irish/British

Irish

Gypsy/Roma

Traveller of Irish Heritage

Any other white background

Mixed/ Multiple ethnic groups

White and Black Caribbean

White and Black African

White and Asian

Any other mixed/multiple ethnic background

Asian / Asian British

Chinese

Indian

Pakistani

Bangladeshi

Any other Asian background

Black / African / Caribbean / Black British

Caribbean

African

Any other Black/African/Caribbean background

Other ethnic group

Arab

Any other ethnic group

Right to Work in the UK

The Immigration, Asylum and Nationality Act 2006 places a duty on all employers to prevent illegal working and requires that employers confirm the right to work in the UK before making an appointment. To assist with this, **please give your nationality:**

(This information will not be used for selection purposes. It will only be used if you are the preferred candidate for the post to assist in confirming right to work in the UK or in making an application for a Certificate of Sponsorship).

MEDICAL DECLARATION

If you are the preferred candidate and have indicated that you may need aids or adaptations to the workplace or work arrangements, you will be sent a more detailed Health & Medical questionnaire so Occupational Health can provide advice on how to support you in the workplace.

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

- | | | |
|---|--|----------|
| 1 | Do you have any medical conditions or physical limitations that would require any adjustments in the workplace? | YES / NO |
| 2 | If this post requires you to drive, do you have any medical conditions or physical limitations which could affect your ability to drive? | YES / NO |