****

**NORTHUMBERLAND INSHORE FISHERIES & CONSERVATION AUTHORITY**

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#### Second Engineer/Inshore Fisheries

#### & Conservation Officer (IFCO)

#### - Enforcement: Application Form

Thank you for your interest in joining the Northumberland IFCA team. Please complete this form as fully and as accurately as possible and return to us using the details provided above. Please note that CVs will not be accepted in place of an application form.

Personal Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | Forename |  | Surname |  |
| Address |  | | | | |
| Email |  | | | | |
| Tel (M) |  | Tel (H) |  | Tel (W) |  |

Declaration

*NOTE: Please feel free to use a digital/ typed signature for this application form declaration if required.*

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 a personnel file.

I agree that during the course of any employment I will inform my line manager 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.

Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Job Summary

Use the table below to confirm your present or most recent job*.*

*Please include in the ‘Details about your role and responsibilities’ section what you consider to have been your major contributions in this job, and why? What are your main responsibilities and objectives?*

|  |  |  |  |
| --- | --- | --- | --- |
| Employer name |  | Type of business |  |
| Address |  | | |
| Job Title |  | Salary |  |
| Start date |  | Notice period |  |
| Reason for leaving |  | | |
| Details about your role and responsibilities | | | |
|  | | | |

Employment History

Use the table below to provide details of your employment history up to your present job.

*Please explain any gaps.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Date (m/y) | End Date (m/y) | Employer | Job title | Reason for leaving |
|  |  |  |  |  |

Educational Qualifications

What academic qualifications do you hold?

*If shortlisted, you should be prepared to provide proof of any qualifications.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Start Date (m/y) | End Date  (m/y) | Name of school/ college/ University | Subject studied | Qualification Level *(ie. GCSE/ A-level/ degree)* | Results |
|  |  |  |  |  |  |

Professional Qualifications

What relevant professional qualifications do you hold?

*If shortlisted, you should be prepared to provide proof of any qualifications.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Date (m/y) | End Date (m/y) | Professional Body | Subject/ title of qualification | Grade/ Results |
|  |  |  |  |  |

**Supporting Statement**

Please tell us why you are a good candidate for this role.

*Refer to the Job Specification to tell us how your experience, knowledge and skills match the requirements of the role using examples where possible. This statement should be no more than 1,000 words.*

|  |
| --- |
|  |

Other Information

Please give details of any other facts, activities or connections which you feel might be raised in the future or could be considered as a potential conflict of interest? *This may include a membership you hold with another organisation(s).*

Please also use this box to give details of any affiliation/relationships you may have with any present staff or Authority member(s) *- (NOTE: this will not affect the outcome of your application and will only be used for deciding upon an interview panel, if shortlisted.).*

|  |
| --- |
| Details: |
|  |

Equal Opportunities:

Northumberland Inshore and Fisheries Conservation Authority are committed to providing equality of opportunity for all, irrespective of age, disability, ethnicity (including race, colour and nationality), gender (including gender reassignment, marital/ civil partnership status, pregnancy or maternity), religion, belief and sexual orientation. All Members, employees and agents of the Authority, seek to eliminate discrimination and promote equality and good relations within all communities.

General Information:

This application will be treated in the strictest confidence. The Authority reserves the right to verify claims made in this application. Canvassing of any Member or Officer of the Authority 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 (see foot of page 4 to declare such information).

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.

Any offer of employment made will be subject to the successful completion of an enhanced DBS check.

Medical Information:

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 you would like to make us aware of which would require any adjustments during the interview stage or within the workplace? If yes, please provide details below: | Yes / No |
|  | |
| 1. If this post requires you to drive, do you hold a full and clean driving licence? | Yes / No |
|  | |

Criminal Record

Any offer of employment made will be subject to the successful completion of an enhanced DBS check.

*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 do not need to include convictions that are spent under the Rehabilitation of Offenders Act, 1974. Any information given will be completely confidential and considered only in relation to your application for this post.*

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

References

Any offer of employment made will be subject to the receipt of satisfactory references. Please supply the names and addresses of two referees.

*Preferably, at least one of these referees should be related to your current or more recent employment. We will normally take up references if and when a candidate is offered a position, who will be informed beforehand.*

|  |  |  |  |
| --- | --- | --- | --- |
| Referee 1 | | | |
| Name |  | Organisation |  |
| Address |  | | |
| Job title |  | Relationship  to you |  |
| Telephone |  | Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Referee 2 | | | |
| Name |  | Organisation |  |
| Address |  | | |
| Job title |  | Relationship  to you |  |
| Telephone |  | Email |  |