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#### SECOND ENGINEER/ IFCO

#### - ENFORCEMENT: APPLICATION FORM

Thank you for your interest in joining the Northumberland IFCA team. We kindly ask that you complete this application form in full and with accurate information, then return it using the contact details provided above. Please note that CVs will not be accepted as a substitute for the application form.

Personal Details

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

Vacancy

|  |
| --- |
| Where did you hear about this vacancy? |
|  |

Declaration

Note: A digital or typed signature is acceptable for this declaration.

By submitting this form, I consent to the use of my data (excluding workforce monitoring information) for recruitment and, if appointed, for employment-related purposes in line with data protection laws and Authority policy. If unsuccessful, my data will be retained for six months; if successful, it will form part of my personnel file.

I agree to inform my line manager of any criminal convictions during my employment (excluding minor traffic or parking offences).

I confirm that the information provided in this application is true and complete to the best of my knowledge.

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 provide any information that could potentially be viewed as a conflict of interest, now or in the future. This may include memberships with other organisations or any other relevant activities, associations, or connections.

You may also use this space to declare any affiliations or relationships with current staff members or Authority members. *(Note: This will not affect your application and will only be used to inform the selection of an appropriate interview panel, if shortlisted.)*

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

Equal Opportunities:

Northumberland Inshore Fisheries and Conservation Authority is committed to ensuring equality of opportunity for all, regardless of age, disability, ethnicity (including race, colour, and nationality), gender (including gender reassignment, marital or civil partnership status, pregnancy or maternity), religion or belief, and sexual orientation. All Members, employees, and agents of the Authority are dedicated to eliminating discrimination and promoting equality and good relations across all communities.

General Information:

This application will be handled in strict confidence. The Authority reserves the right to verify any claims made. Canvassing Members or Officers of the Authority will disqualify a candidate. Failure to disclose any family or close relationships with Members or Officers will also result in disqualification.

Providing false information or withholding relevant details may lead to rejection of your application, withdrawal of a job offer, dismissal, or referral to the police.

Employment is subject to satisfactory completion of an enhanced DBS check.

Medical Information

If you are identified as the preferred candidate and have noted any need for workplace adjustments, you will be asked to complete a health questionnaire. This will allow Occupational Health to advise on appropriate support. Please note that providing false or incomplete medical information may result in dismissal or withdrawal of an offer.

|  |  |
| --- | --- |
| 1. Do you have any medical conditions or physical requirements we should be aware of that may require adjustments during the interview or in 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 |  |