



**6 North Lynn Business Village
Bergen Way
King's Lynn
Norfolk PE30 2JG**

FOR OFFICE USE ONLY
REF No:.....
Application No:.....
Date Received:.....
Interview:.....

APPLICATION FORM

The canvassing of Members of the Authority or its Officers, directly or indirectly, for any appointment shall disqualify the candidate concerned, for that appointment. Enquiries about the general work of the Authority will not be construed as canvassing.

Please complete all sections of the form

- Please complete this form electronically if at all possible
- If you are completing this form in manuscript please use block capitals and black ink
- Candidates will be assessed against competencies required in the role

Section 1: Personal Details

Surname _____

Forename(s) _____

Title _____

Permanent address _____

Postcode _____

Email address _____

Telephone numbers: _____

Home _____

Work _____

Mobile _____

Position applied for: _____

Please tell us where you heard about this vacancy (if through an on-line job board or professional journal, please specify which one):

Section 2: Education history and Qualifications

Name of School/College/University or other institution	Qualifications obtained with grades

Section 3:-Training and membership of professional bodies

Please give details of any training or memberships of professional bodies which you feel is relevant to the job role you are applying for. Including any on the job training as well as formal training courses. There is no need to mention any courses listed in section 2.

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Section 4: Current or most recent employment

Name/address and telephone number of employer	Date from	Date to	Main duties and responsibilities held	Salary Reason for leaving or notice required

Section 5: Career history:

Please give details of all full-time and part-time work during the past 10 years (starting with your current or most recent position)

Name and address of employer	Date from	Date to	Reason for leaving

SECTION 6: Supporting statement:

Please use this section to demonstrate how you meet the selection criteria set out in the Job Description and personal qualities providing specific examples how your skills, knowledge and experience match the requirements for this role. Please keep your answer to a maximum of 1000 words.

Section 7: Assistance at interview

Completion of this section is optional.

To ensure we do not create any barriers in our selection process, and to help us implement our equality & diversity policy effectively, please let us know if you would like us to provide any particular assistance if you are invited for interview, such as:

- induction loop YES/NO
- sign language interpreter YES/NO (please state type)
- someone with you at the interview YES/NO (eg speech facilitator)
- car parking YES/NO
- assistance in/out of a vehicle YES/NO
- wheelchair access YES/NO
- accessible toilet facilities YES/NO
- keyboard for written tests YES/NO (if selection test is appropriate)
- any other type of assistance YES/NO (please specify)

If you have any other questions about your specific needs should you be selected for interview, or would like to give us more information, please contact the office.

Section 6: Employment references

Please give the names of two referees one of which must be from your current or more recent employer(s).

Name: Address: Postcode: Tel No: Email: Company/organisation Position: Do you agree for this reference to be taken up prior to interview and before formal offer: Yes/No	Name: Address: Postcode: Tel No: Email: Company/organisation Position: Do you agree for this reference to be taken up prior to interview and before formal offer: Yes/No
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Section 7: Other information

Do you hold a current full driving licence or have a driver if you are disabled? YES/NO

Have you been convicted of a criminal offence? YES/NO

Non-Warranted Posts

Convictions which are 'spent' under the Rehabilitation of Offenders Act, 1974, need not be disclosed. If you have an 'unspent' conviction, please give details of the offence, date of conviction and sentence imposed.

Warranted Posts

These posts are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and all applicants for warranted officer positions (IFCO positions) will be asked to undergo a DBS and Baseline Personnel Security Standard check prior to a position being offered.

Are you insolvent or an undischarged bankrupt?

YES/NO

(If 'YES', please give details of the date of the proceedings and the place at which they were held).

Are you related to any Member or Officer of this Committee? YES/NO

If YES state name of Member/Officer:

.....

In the case of an Officer, please state post held:

.....

(NOTE: A candidate who knowingly fails to disclose such a relationship shall be disqualified from appointment and he/she shall be liable to dismissal without notice.)

Are you a member of the Committee or of any constituent Local Authority?

YES/NO

If YES, please give details:

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Do you consent to undertake a medical to Merchant Shipping Standards?

YES/NO

Privacy Notice

Who We Are

For the purposes of the General Data Protection Regulation (GDPR, (EU) 2016/69) Eastern Inshore Fisheries and Conservation Authority are a data controller meaning we are responsible for, and control the processing of, your personal information.

Lawful Basis for Processing

Personal data provided on the application form is subject to the provisions of the General Data Protection Regulations 2016. Eastern IFCA has the right to process this data under Article 6(1)(f) of this Act as your data fulfils the purpose of our legitimate interest and that of yourself in relation to administering your application for employment.

Therefore, the lawful basis under which this data is processed is **legitimate interest**.

How We Will Use the Information We Collect

We may use your data (including telephone number, postal address, and or email address), to contact you regarding the post you have applied for and provide you with information about working at Eastern IFCA. We may also use your personal information in order to respond to your queries and requests.

Your personal information will not be shared with any other organisations. We will never sell, lease or rent your personal information.

Retention

If your application is successful, your data will be used to administer your employment.

For candidates who are shortlisted, your data will be retained for a period of 6 months and deleted thereafter. Your data may be used to contact you in the event that a vacancy opens in this time.

For candidates who are not shortlisted, your data will be deleted at the point that you have been deemed unsuccessful.

Your Rights

You have the right to object to your data being processed at any time and to having it deleted. You may request to access and / or rectify your personal data.

You also have the right to make a complaint to the Information Commissioners Office relating to the processing of your data.

Further explanation of these rights can be found at the Information Commissioners Office website: <https://ico.org.uk>

Contacting Us

You may want to contact us to with a complaint or query about how your data is being used or to submit an access request. Any complaints are taken very seriously, and we encourage people to bring it to our attention if they believe our collection or use of information is unfair or inappropriate. Please contact us at your convenience using the details provided below.

Address: Eastern Inshore Fisheries and Conservation Authority, 6 North Lynn Business Village, Bergen Way, King's Lynn, Norfolk PE30 2JG

Phone No: (01553) 775321

Fax No: (01553) 772031

E-mail: mail@eastern-ifca.gov.uk

I hereby certify that:

- **all the information given by me on this form is correct to the best of my knowledge**
- **all questions relating to me have been accurately and fully answered**
- **I possess all the qualifications which I claim to hold**
- **I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.**

Signature of applicant _____

Date _____

Please return the completed application form to: mail@eastern-ifca.gov.uk or post marked Private & Confidential to the Human Resources Department at the EIFCA Offices.