

APPLICATION FOR HARBOUR OPERATIVE (KILKEEL)

Please complete this form accurately and in as much detail as possible. Only information presented in this application form (and additional sheets if applicable) will be considered. The information given will be treated as confidential and will not be disclosed unless required under the provision of the relevant legislation.

1 PERSONAL DETAILS

Title:		
Forename(s):		
Surname:		
Address (Inc. Postcode)		
Daytime Telephone Number		
Evening Telephone Number		
Email Address *		
Full Driving Licence Held?	Yes / No	National Insurance Number:
Any endorsements? If yes, please detail.		

Please note: applicants will be required to provide documentary evidence of their right to work in the UK if invited for interview.

Do you have access to a form of transport (appropriately maintained and insured) which enables requirements of the post to be met?

Yes / No

* Correspondence will be by email wherever possible

OFFICE USE ONLY	
Date received:	Ref No: SR96/
Monitoring form received:	Yes/No

TRAINING AND QUALIFICATION DETAILS

Continue on a separate sheet if necessary.

Type of exam (e.g. GCSE, C&G, NVQ etc.)	Subject/Course Studied	From	To	Result Achieved

Do you have a Fork Lift Truck Certificate of Competency?
Please state expiry date:

Yes / No

Please give details of other training courses attended which are relevant to the position.

Please note: The successful applicant will be required to provide evidence of their qualifications and training.

EMPLOYMENT HISTORY

Start with your most recent job and work back.

Name and Address of Employer:**Position held:****Date appointed:****Date left:****Reason for leaving:****Outline of duties:****Name and Address of Employer:****Position held:****Date appointed:****Date left:****Reason for leaving:****Outline of duties:****Name and Address of Employer:****Position held:****Date appointed:****Date left:****Reason for leaving:****Outline of duties:**

Continue on a separate sheet if necessary

Other relevant information:

Please include details which have not been included in any other section that you believe would strengthen your application for this post.

Are you able to work overtime at short notice?

Yes / No

Are you able to provide weekend cover and offer a flexible approach to working hours?

Yes / No

Are you in good health and physically fit for outdoors work in all weather conditions?

Yes / No

6

REFERENCES

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these must normally be your current or most recent employer). References will only be sought post interview.

Reference 1

Name and Address:

Position:

Telephone:

E-mail:

Reference 2

Name and Address:

Position:

Telephone:

E-mail:

7 POTENTIAL CONFLICT OF INTEREST

Is there any other information, employment background, or personal connections current or past, which if you were appointed might give rise to public speculation on your ability to undertake your duties in an impartial manner? **Yes / No**

If yes, please give details.

8 ADDITIONAL INFORMATION

Have you previously applied for any posts within NIFHA? If so, please give details.

Length of notice required from present post:

When could you start?

9 Do you have any criminal convictions, which are not regarded as spent under the Rehabilitation of Offenders Act? **Yes / No**

If yes, please give details in a separate, sealed envelope marked **Section 9 - Confidential**

DECLARATION

I hereby certify that the information given by me in all parts of this form (and additional sheets if applicable) is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

Signed:

Date:

An applicant found to have knowingly given false information in any part of this form, or to have wilfully suppressed any material fact will be liable for disqualification or, if appointed, to dismissal.

* Please **email your completed application form along with your monitoring questionnaire** to recruitment@nifha.co.uk but if this is not possible you may return both forms to: NIFHA, 3 St Patrick's Avenue, Downpatrick, BT30 6DW or to The Harbour Master's Office, Kilkeel, BT34 4AX