

APPLICATION FORM



Ref No: IO23

All information supplied on this form will be treated as **STRICTLY CONFIDENTIAL**

POST APPLIED FOR:

Interpretation Officer

1. Personal Details

Surname	Mr / Mrs / Miss	Forename (s)	
Permanent Address and Postcode:			
Address for correspondence (if different):			
Telephone No(s)	Home:	Work:	
Email Address		Mobile:	
Are we able to contact you at work?	By Phone: Yes / No	By Email: Yes / No	
Do you hold a current full car driving licence?	Yes / No		

2. References

Please give two referees who can comment on your professionalism / work ability, one of whom should be your present / most recent employer

a) Present / Most Recent Employer		b) Second Referee	
Name Address		Name Address	
Position		Position	
Email:		Email:	

Reference a)

Reference b)

3. Details of Secondary / Further Education

Dates	School/College/University	Qualifications Gained	Grade

4. Professional Qualifications / Membership of Professional Bodies/Training

Dates	Full Details of Professional Qualifications

5. Present / Most Recent Employment Details

Employer's Name & Address		Job Title	
		Date Appointed	
		Date Terminated	
		Latest Salary	
		Length of Notice	
Summary of main duties / purpose of job			

6. Previous Employment (starting with the most recent)

From	To	Employer & Position Held	Final Salary	Reason for Leaving

7. Supporting Statement

Please tell us why you applied for this role and why you think you are the best person for the role.

Continue on a separate sheet if necessary

8. Relevant Experience / Skills

Please give details of any achievements or work experience, including voluntary work, which you consider relevant to this post (refer to the Person Specification where appropriate).

Continue on a separate sheet if necessary

9. Completing the application form, interview arrangements and availability.

If you have a disability, please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process.

Please tell us if there are any dates when you will not be available for interview?

Please tell us when, if successful, you are available to commence working for us?

Please state where our advertisement was first seen:

10. Right to work in the UK

Do you need a work permit to work in the UK? **Yes/No**

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal if appointed.

Signed.....Date.....

Notes:

Equal Opportunities

We are an equal opportunities employer and committed to providing our employees with a work environment free from discrimination in which all can develop and thrive. We acknowledge and value the benefits of a diverse workforce and welcome applications from people of all backgrounds and are committed to ensuring that our recruitment process is transparent, fair and as inclusive as possible for all applicants.

Please note, due to the volume of applications we receive, we are not able to contact all unsuccessful candidates.

Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996 we are now obliged to see the following documents at the time of appointment: either a passport or identity card proving right of residence in the UK; or a document showing your National Insurance number (eg P45, P60 or NI card) AND a birth certificate or equivalent.

GDPR

The information you supply on this application form will be used to assess your suitability for the post applied for (or another relevant post). These details will only be disclosed to those persons involved in the selection process or HR administration.

The Chatham Historic Dockyard Trust will retain the forms of unsuccessful applicants for 12 months – in accordance with current guidance.

Please be assured that The Chatham Historic Dockyard Trust will protect your information and treat as confidential at all times.

Equality and Diversity Monitoring Form

THE HISTORIC
DOCKYARD
CHATHAM



This will be separated from your application form and held in confidence by the HR Co-ordinator. The information you provide here plays no part in the selection process. Chatham Historic Dockyard Trust has a desire to meet the aims and commitments set out in its Equality and Diversity policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of our workforce in encouraging equality and diversity.

The organisation requires your help and co-operation to enable it to do this but completing this form is voluntary.

PLEASE COMPLETE THE FORM AND RETURN IT WITH YOUR JOB APPLICATION

Please tick one box in each of the sections below:

Gender:

Man Woman Intersex Non-binary Prefer not to say

If you would prefer to use your own term, please specify here

Are you married or in a civil partnership? Yes No Prefer not to say

Age: 16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-50 60-64 65+ Prefer not to say

Ethnicity.

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in.....

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian
Prefer not to say Any other mixed background, please write in.....

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in

Black/African/Caribbean/Black British

African Caribbean Prefer not to say

Any other Black/African Caribbean background please write in.....

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write here.....

The information on this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment' then please discuss this with the person running the recruitment process.

What is your sexual orientation?

Hetrosexual Gay Lesbian Bisexual
Prefer not to say

If you prefer to use your own term, please specify here:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish Muslim
Sikh Prefer not to say If other religion or belief, please write in here

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours
Annualised hours Job-share Flexible shifts Compressed hours
Homeworking Prefer not to say If other, please write here.....

Do you have any caring responsibilities? If yes, please tick all that apply.

None Primary carer of a child/children (under 18)
Primary carer of a disabled child/children Primary carer of disabled adult (18 and over)
Primary carer of older person Secondary carer (another person carries out the main caring role)
Prefer not to say

Thank you for taking the time to complete this form.