



GIBRALTAR DEVELOPMENT CORPORATION

Human Resources Department

No.6 Convent Place
Gibraltar

APPLICATION FORM

1. Post:	Executive Director – Gambling Division
Current location:	Suite 771, Europort, Gibraltar
Reporting to:	Gambling Commissioner(s)

- This application form must be completed and delivered to The Ministry for Financial Services & Gaming, Suite 771, Europort, Gibraltar, by 4pm on Thursday 8th June 2017.
- Selection will be by way of task based assessment and interview panel commencing in late June 2017.
- This position will be on a 3 year contract with the Gibraltar Development Corporation, on specific terms and conditions, subject to a six month probationary period. Salary is negotiable, commensurate with experience and responsibilities.
- Please complete this application form carefully and completely. Forms may be typewritten, or neatly hand-written. CV's should not be submitted. Please include a simple passport style photograph of yourself.
- When completing this application form, you should ensure that you are in possession of the job and person specification for the post. In particular, it is **IMPORTANT** that you take the opportunity to use the application form to evidence that you meet the competences set out in the person specification. This information is essential in the event of applicants being short-listed for interview and for the Board at the interview stage. Complete sections 8 & 9 with this in mind, and do add separate sheets as required.
- Should you have any queries relating to your application either prior to or after interview, you may write to the SEO of the Gambling Division at lorraine.britto@gibraltar.gov.gi. Only urgent enquiries will be dealt with by telephone.

2. PERSONAL INFORMATION	
Title:	Surname:
Forenames:	
Previous Name if Applicable:	
Date of Birth:	
Current Address:	
Home Telephone Number	
Work Telephone Number:	
Mobile Telephone Number:	
email address:	

3. CURRENT EMPLOYMENT AND SALARY/BENEFITS	

4. PREVIOUS EMPLOYMENT (Continue on a separate sheet as necessary).

5. GENERAL EDUCATION QUALIFICATIONS

Please give details of any qualification(s) held, when and where obtained.

School/Subject(s)	Grade(s)	Date(s)

6. FURTHER & HIGHER EDUCATION

Please give details of any further or higher education - colleges/universities attended and any qualifications obtained.

College / University/ Training provider	Qualification(s)/Grade(s)	Subject(s)	Date(s)

7. TRAINING AND DEVELOPMENT/PROFESSIONAL QUALIFICATIONS

Please give details of any professional training and qualifications

College / University/ Awarding body	Qualification(s)/Grade(s)	Subject	Dates

8. PERSONAL STATEMENT

Highlight your experience, particular skills or training of relevance to the post/grade applied for, state why you have applied for this post and your "Vision for the future for the Gambling Division".

(If you require more space, please attach a separate sheet to this form).

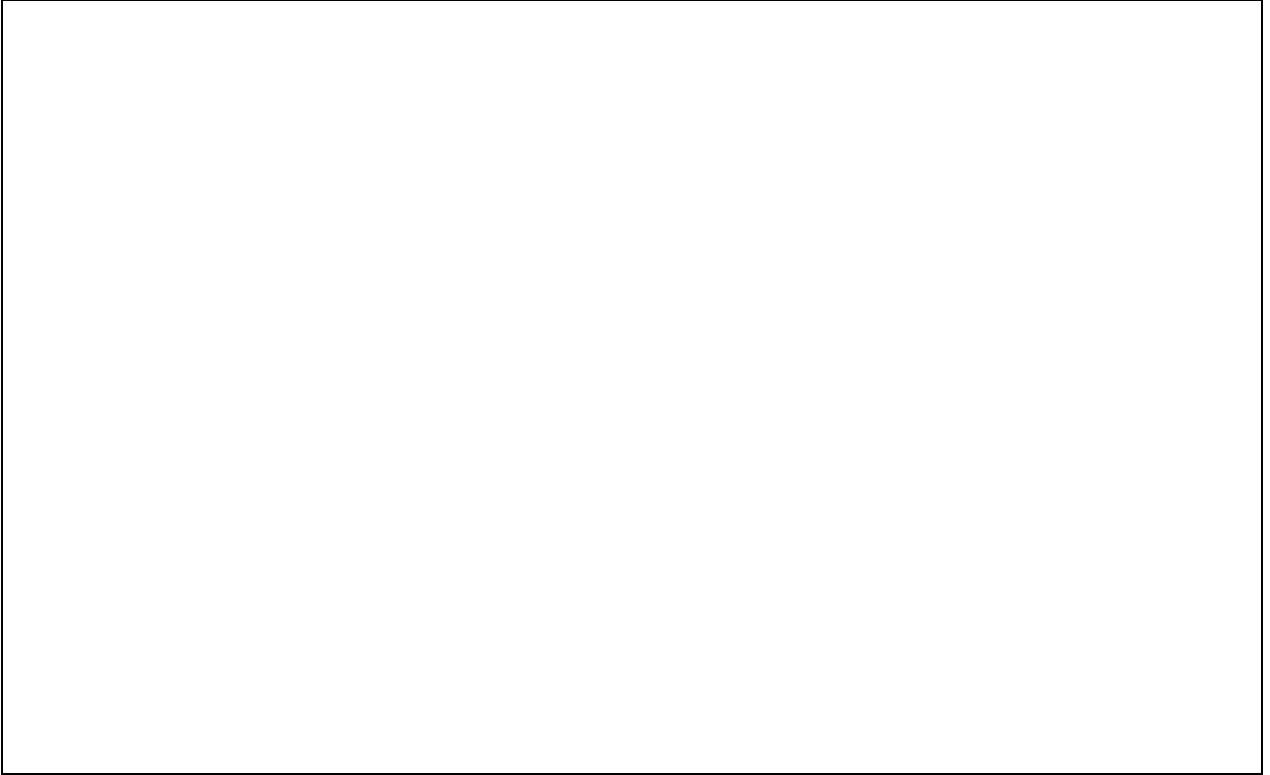
9. ESSENTIAL CRITERIA

Having read carefully through the Job and Person Specification, now take the opportunity to explain how you have met and applied the essential criteria, including relevant examples of these activities or abilities. You should confine your reply to the criteria set out below. A separate box and the correct title for the competence should be used. Please aim for no more than 300 words for each section.

Experience – In a senior post working at or in support of executive management:

Experience – Minimum of 5 years in a management or compliance position in the remote gambling industry or 5 years similar experience in non-remote and associated industries:

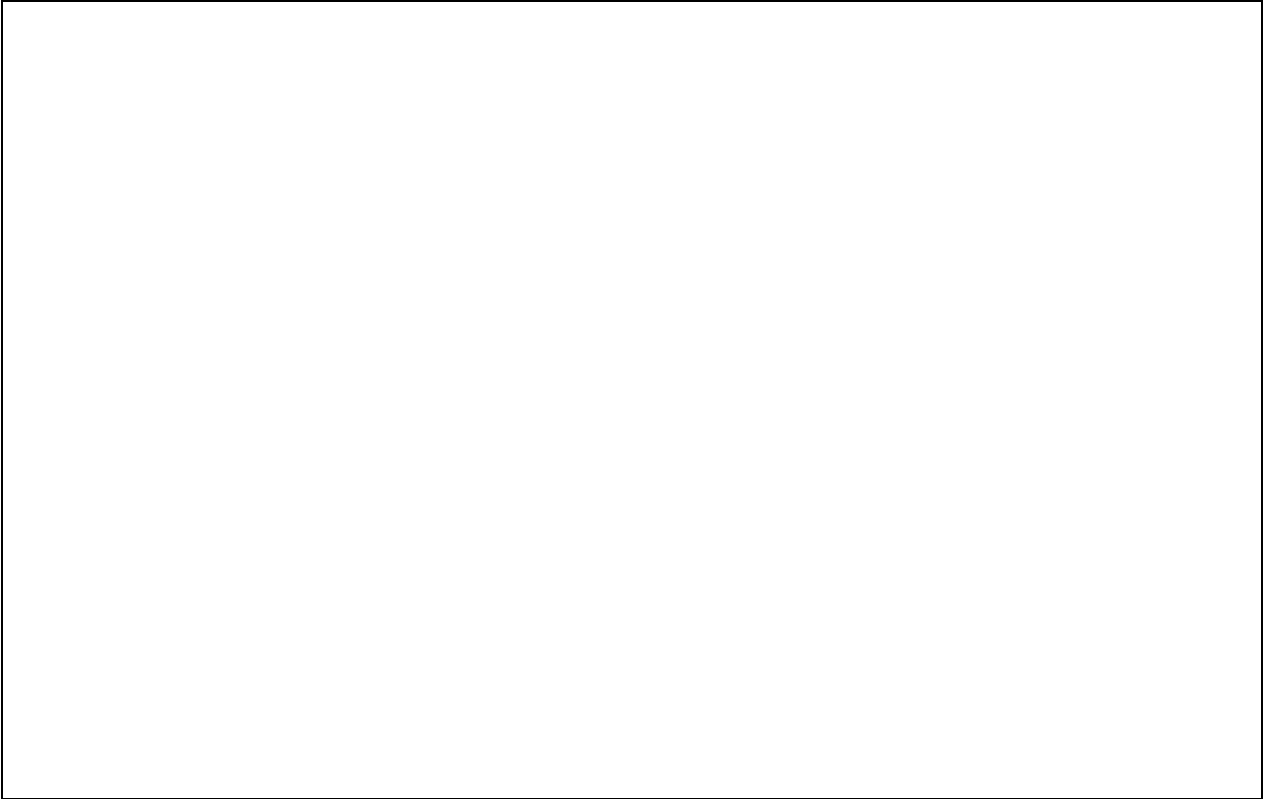
Knowledge – An in depth understanding of the systems, methods and operating arrangements of the remote and non-remote gambling industry:



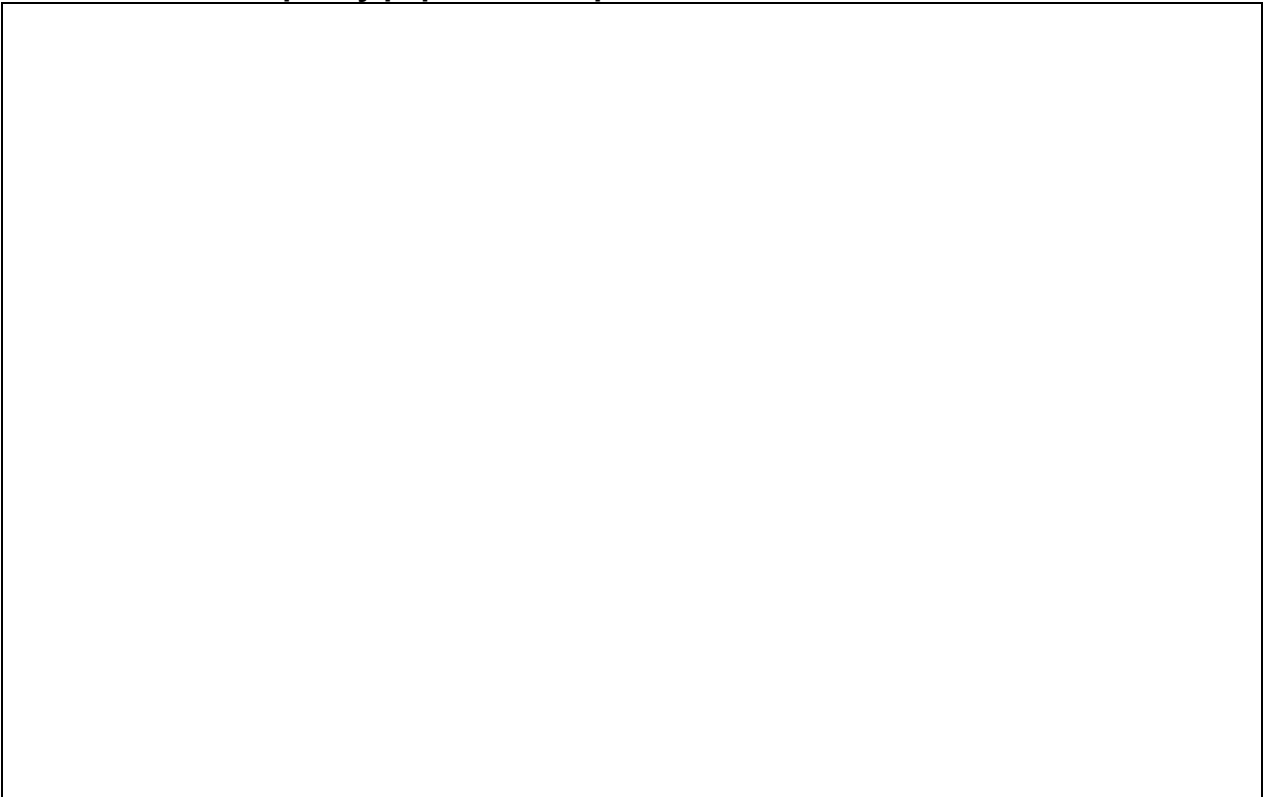
Knowledge – An understanding of the international structure and arrangements of the remote and non-remote gambling industries:




Knowledge – An understanding of compliance and enforcement principles in the gambling industry:



Key Skills: Very strong oral and written communication and influencing skills at operational and executive levels, including the ability to develop and write relevant policy papers and reports.




Key Skills: Very strong oral and written presentational skills at operational and executive level, including small and large groups and public presentations:

A large, empty rectangular box with a thin black border, intended for the user to provide specific examples or details related to the key skills mentioned above.

Key Skills: Unquestionable integrity sound judgement and decision making ability, able to represent the jurisdiction at all levels up to ministerial level:

A large, empty rectangular box with a thin black border, intended for the user to provide specific examples or details related to the key skills mentioned above.

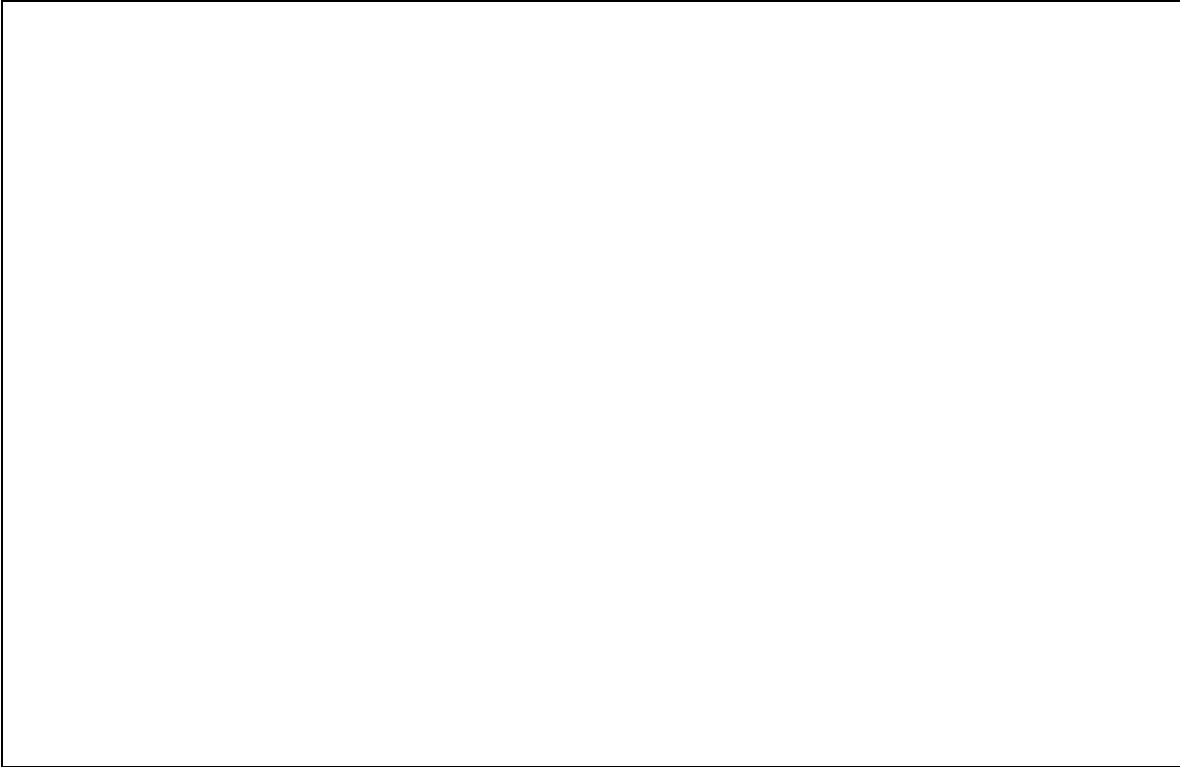
Key Skills: Able to exercise leadership and management responsibility for the effective functioning of the Gambling Division:

A large, empty rectangular box with a thin black border, intended for providing details or examples related to the key skill of leadership and management responsibility.

Key Skills: Able to analyse complex problems and develop practical solutions, seeing through their implementation:

A large, empty rectangular box with a thin black border, intended for providing details or examples related to the key skill of analysing complex problems and developing practical solutions.

Key Skills: Professional and personal credibility with colleagues, officials, operators and regulators, able to work under sustained pressure and meet set deadlines:

A large, empty rectangular box with a thin black border, intended for the user to provide details or examples related to the key skills mentioned in the text above.

10. DECLARATION OF ANY CRIMINAL OFFENCES

Have you been arrested for, cautioned or convicted of any criminal offence within the last 10 years. (Please tick below)

YES

NO

If you have ticked yes then you must complete the table below. Please use additional sheet if necessary.

Date	Offence	Sentence	Pending Charges (Give dates)

Having a criminal record will not necessarily bar you from appointment. This will depend on the nature and circumstances and background of the case(s). Any information given will be treated confidentially and only considered in relation to the post for which you are applying.

Failure to disclose any information requested in this Section, may lead to the withdrawal of your appointment if selected for the position applied for and to the institution of disciplinary proceedings against you.

11. REFEREES:

Please identify two referees who have knowledge of your previous work history and performance. One should be your current or a recent employer. Referees will be contacted only if you are offered employment. Any offer of employment will be subject to satisfactory references and any further vetting process.

Name	Address
1.	
2.	

12.(a) EQUALITY OF OPPORTUNITY

The Government of Gibraltar, is committed to a policy which ensures that all job applicants and employees receive equality of opportunity, therefore ensuring that all recruitment is solely on merit.

No applicant or employee will receive less favourable treatment on the grounds of age, disability, race, religious belief, sex or sexual orientation, or will be disadvantaged by conditions or requirements which cannot be shown to be justifiable.

12.(b) DISABLED APPLICANTS

In order to help us implement our equal opportunities policy effectively, please indicate below if you would like us to provide any particular assistance for your interview, as a result of disability.

Please specify type of assistance required, e.g. wheelchair access.

13. STATEMENT TO BE SIGNED BY APPLICANT

I hereby give consent to the collection, storage and processing of my personal details in connection with my application and as outlined in this application form.

I confirm that to the best of my knowledge, the information given in this application form is true and correct. I understand that giving false or misleading statements or withholding information, may result in the cancellation of the application and termination of my appointment.

NAME IN BLOCK LETTERS	SIGNED	DATE