

HM GOVERNMENT OF GIBRALTAR



PHOTO

EXTERNAL INDUSTRIAL APPLICATION FORM

HUMAN RESOURCES DEPARTMENT
82-86 HARBOUR'S WALK
NEW HARBOURS
ROSIA ROAD
GIBRALTAR

1. POST APPLIED FOR:	
Post Title:	
Name of applicant:	

- Original documents as proof of academic and other qualifications must be produced. (These will be photocopied and returned immediately).
- This application form must be completed in duplicate. The original must be **handed in** to **Human Resources Department, 82-86 Harbour's Walk, New Harbours, Rosia Road, Gibraltar**, by the closing date for receipt of applications.

COMPLETING YOUR APPLICATION FORM

- Please complete this application form carefully and completely. Forms may be typewritten, or neatly hand-written. Please do not cross out sections, or write 'see CV' or 'Refer to CV'. Although CVs may be submitted, they will only be accepted in support of information, statements or contentions, already established in the application form.
- When completing this application form, you should ensure that you are in possession of the job and person specification for the relevant 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 section 6 with this in mind, and do add separate sheets as required.

NOTE: Should you have any queries relating to your application either prior to or after interview, you may write to the Human Resources Manager, at the above address.

Do not write below this line.

FOR OFFICIAL USE ONLY

DOCUMENT	SEEN	RETURNED
Evidence of Nationality		
Qualifications		
I/D CARD OR PASSPORT NO.		

2. PERSONAL INFORMATION

Title:		Surname	
Forenames:			
Previous Name if Applicable:			
Date of Birth:			
Nationality:			
Address:			
Postcode: (if applicable)			
Driving Licence: (if applicable, please state category)			

Home Telephone Number:	
Work Telephone Number:	
Mobile Telephone Number:	
email address:	

3. QUALIFICATIONS

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

Subject(s)	Grade(s)	Date(s)

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4. 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)

5. TRAINING AND DEVELOPMENT

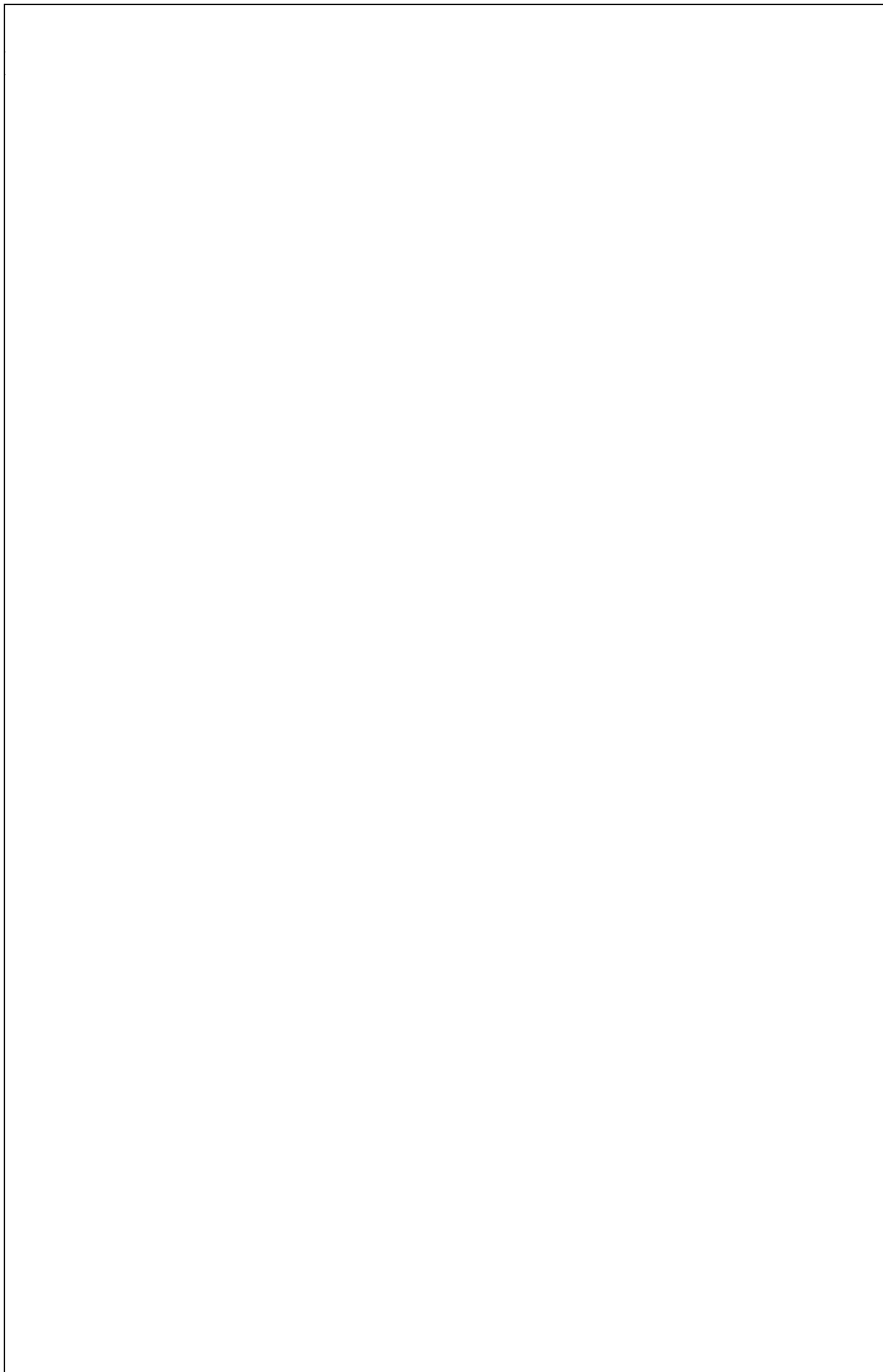
Please give details of further training taken – e.g. Management courses, IT courses, First Aid certificates etc.

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

6. PERSONAL STATEMENT

Highlight your experience, particular skills or training of relevance to the post/grade applied for and state, why you have applied for this post. Add any other information about yourself that you consider may be relevant e.g: sporting, cultural and other interests, previous work experience outside the Civil Service, voluntary work etc.
(If you require more space, please attach a separate sheet to this form).

This is your opportunity to demonstrate how you meet each of the competences set out in the Person Specification, showing how your skills, knowledge and experience match the requirements of the job. Please give us as much relevant information as possible, including examples wherever applicable. Please continue on a separate sheet if necessary.



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7. REFERENCES

Please provide the following information on your referees, whom you should ask to submit a reference letter to the Human Resources Manager, to reach him not later than five working days after the closing date for receipt of applications. Referees should not be relatives.

(a) FIRST REFERENCE	
Full Name of Referee	<input type="text"/>
Full Address of Referee	
<input type="text"/>	
email address	<input type="text"/>

(b) SECOND REFERENCE	
Full Name of Referee	<input type="text"/>
Full Address of Referee	
<input type="text"/>	
email address	<input type="text"/>

POST APPLIED FOR:

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8. DECLARATION OF CRIMINAL OFFENCES

Have you been court martialled, or been convicted of a criminal offence within the last 10 years, either in Gibraltar or elsewhere? (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 taking up employment with the Government of Gibraltar. This will depend on the nature of the position applied for and the circumstances and background of your offences. (Please use the space below to add any comments you may wish to make in this regard). 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 an offer of appointment, or termination of employment if you have already been appointed.

Signed.....

Name[.....]
(in block letters)

Date[.....]

9. DATA PROTECTION ACT 2004

Under the Data Protection Act 2004, the Human Resources Department on behalf of the Government of Gibraltar, and the Public Service Commission, reserves the right to collect, store and process personal data about applicants in so far as it is relevant to their application. This Application Form will remain on file for as long as administratively necessary and then be destroyed. All personal information held will be processed in accordance with the Data Protection Act 2004.

We will only disclose personal information contained in this form in the following circumstances:-

- If we are required to do so by any court order, or by law.
- If selected for the post , (except for information contained in Section 13), to other Government Departments (for administrative purposes) and to the Gibraltar Health Authority (for the purpose of Section 11).

10. (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.

11. (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.

12. 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

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