

		Department of the Environment, Heritage and Climate Change <hr/> HM Government of Gibraltar
--	--	---

APPLICATION FORM – Returning Employees

Name of Applicant: _____

Post: _____

NOTES

- Please ensure that you answer all the questions as fully as possible in black ink as this form will be photocopied.
- Once completed please email to beaches.environment@gibraltar.gov.gi or hand in the form at the Department of the Environment at Leanse Place.

1. PERSONAL INFORMATION *(in block capitals)*

Date of Birth		Age:	Gender:
Passport/ID number			
Nationality			
Address			
Contact No. Home		Mobile:	
Email Address			
Current Status (Name: school/college/Uni)			

2. NEXT OF KIN (Emergency Contact)

Emergency Contacts

.....
Primary Emergency Contact

.....
Secondary Emergency Contact

.....
Home & Mobile Number

.....
Home & Mobile Number

.....
Address

.....
Address

3. RLSS QUALIFICATION / MANUAL HANDLING / FIRST AID

Subject	Expiry Date	Candidate Society Number

4. MEDICAL INFORMATION

Any physical or mental condition that might affect your ability to do or be made worse by doing the training and job you have applied for, or, that might affect your safety or the safety of others at work?	YES	NO
If you have marked yes, please expand below:	Allergies/Special Health Considerations/Blood Type	

5. POLICE RECORDS (list police convictions if any)

--

I (*print name*)

Confirm that to the best of my knowledge, the answers given above are true and correct. I also confirm that I have read and understand the above declaration and understand that failure to disclose any relevant information may result in serious action, including dismissal.

Signature: Date:

NOTES TO APPLICANTS

DATA PROTECTION ACT 2004

Under the Data Protection Act 2004, the Human Resources Division on behalf of the Gibraltar Development Corporation, reserves the right to collect, store and process personal data about applicants in so far as it is relevant to their application for employment. 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 :
 - a) To other Government Departments for administrative purposes, except for information contained in section 9 of the Application Form.
 - b) To the Gibraltar Health Authority for the purposes of undergoing a medical examination.

EQUALITY OF OPPORTUNITY

The Gibraltar Development Corporation 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.

APPLICANTS WITH DISABILITY

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