

Falkland Islands Government Application Form

Notes on completion of this form:

If this form is not completed electronically please use black ink. Where there is an asterisk against a heading it means that this section must be completed in full on the form itself. Any reference to a CV entry in such a section will not be considered as a suitable alternative response for the purposes of the application.

1. POSITION BEING APPLIED FOR:

*2. PERSONAL DETAILS					
Title		Surname		Surname at birth	
First Names					
Address					
Telephone(Work)	Telephone (Home)	Mobile	e-mail address	Please circle preferred contact method: Work/Home/Mobile/Email	
Date of Birth		Place of Birth		*Nationality now If FI resident please identify status ie FI status/PRP	
Do you hold a current driving licence? Delete as appropriate. (If yes, please specify type)					Yes/No

3. EDUCATIONAL QUALIFICATIONS			
Please list any academic qualifications below, (if short-listed you will be asked to provide proof of any qualifications listed).			
Dates:		Name of school, College and/or University	Give details of major subjects studied and qualifications/results gained
From	To		

4. PROFESSIONAL QUALIFICATIONS

Please list any professional qualifications held - Indicate if undertaken by full/part time or by home study. If short-listed, you will be asked to provide proof of any qualifications given below.

Dates:		Name of professional body	Give details of major subjects studied and qualifications/awards achieved
From	To		

Are you currently working towards any further examinations/qualifications? Yes/No
 If YES, please give details:

Are you currently a member of any professional associations/societies? Yes/No
 If YES please give details including date of joining:
 (Please give professional registration number and level of membership if applicable)

***5. CURRENT JOB SUMMARY**

Employer (Name and Address)			
Job title (and grade if applicable)			
Reporting to (job title)			
Date of appointment		Current salary	
Other benefits			
Length of notice required			

6. CURRENT JOB DETAILS

Please provide a brief summary of your current/most recent role and your main achievements in it. Attach copies of job description and organisation chart(s) if helpful, and include details such as staff and/or budgets that are your accountability.

7. PREVIOUS EMPLOYMENT

Please give details of your employment history up to your present/most recent job starting with the most recent and working backwards.

Date started (d/m/y)	Date left (d/m/y)	Name and Address of employer	Job and main responsibilities	Reason for leaving

***8. REASONS FOR APPLYING**

Please outline why you wish to leave your current role (or why you left your most recent job if not currently employed) and outline what attracts you to this job in particular?

***9. SUPPORTING STATEMENT**

On this page we would like you to tell us how you meet the essential requirements (and desirable if applicable) as outlined in the job profile. If necessary, continue on a separate sheet of paper but, please, no more than two sides of A4. Securely attach and label any additional sheets used.

10. PREVIOUS GOVERNMENT EMPLOYMENT

Have you ever previously been employed by Falkland Islands Government or previously applied for a post in the Falkland Islands? Delete as appropriate. Yes/No

If yes please give details.

Are you currently in receipt of any Falklands Island Government Pension? Yes/No

If you are not resident in the Falkland Islands or the UK, can you access facilities for a Skype/video conferencing or telephone interview if required? Delete as appropriate. Yes/No

11. CONFLICTS OF INTEREST

Indicate below any conflicts of interest you would have working for Government. EG other employment, family members already working in Government

12. FURTHER INFORMATION

Please use this space to provide any further information which may be relevant to this application. Additional sheets may be added if necessary. You should ensure they are marked clearly with your name and details of the posts for which you have applied.

Have you ever been convicted of a criminal offence?

Yes

No

If yes, please give details below of the offence and the sentence imposed:

13. REFEREES

Professional Referees

Professional references will be sought from your current (and as appropriate any previous) employers prior to any interview. If you wish to be consulted before a referee is approached, please put a cross in the box provided. All referees will however be approached if an offer of appointment is made to you. We also reserve the right to contact any of your other previous employers within the last three years.

1. Your current/most recent employer (or if no employer, your school/university/training provider). Do you wish to be consulted before this referee is approached: <input type="checkbox"/>			
Name and job title of referee		Name of referee's Organisation	
Postal address			
Email			
Telephone no		Mobile no	
Please indicate if this is a work or academic/training reference	<input type="checkbox"/>	Work reference	<input type="checkbox"/> Academic/Training reference

Previous employer (or if no employer, your school/university/training provider). Do you wish to be consulted before this referee is approached: <input type="checkbox"/>			
Name and job title of referee		Name of referee's Organisation	
Postal address			
Email			
Telephone no		Mobile no	
Please indicate if this is a work reference or an academic/training reference	<input type="checkbox"/>	Work reference	<input type="checkbox"/> Academic/Training reference

2. Previous employer (or if not applicable, a personal referee who knows you well and who is not a relative). Do you wish to be consulted before this referee is approached: <input type="checkbox"/>			
Name and job title of referee		Name of referee's Organisation	
Postal address			
Email			
Telephone no		Mobile no	
Please indicate if this is a work, academic/training or personal reference	<input type="checkbox"/>	Work reference	<input type="checkbox"/> Academic/ Training reference <input type="checkbox"/> Personal reference

Personal Referees

Please give the names and addresses of two people, not related to you, who are in a position to provide a character reference.	
Name	Name
Address.....	Address.....
.....
Telephone No	Telephone No
E-mail:	E-Mail:
Job	Job

14. DECLARATION

I declare that all the information I have provided in support of my application is, to the best of my knowledge and belief, correct and complete.

Warning: if you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if appointed, to dismissal without notice.

Signature

Date

15. Please indicate where you heard about this vacancy?

- Word of mouth
- Speculatively browsing a website
- Press/Publication advert (please specify)
- Web advert (please specify)
- Agency (please specify)
- Other (please specify)

N.B Typing your name will be taken as being as binding as your signature

If you are resident in the Falkland Islands
please return this form to the department
detailed in the advert or to:

**Human Resources Department,
Cable Cottage,
Stanley**

If you are **not** resident in the Falklands,
please return this completed form to:

**Recruitment Officer
Falkland Islands Government Office
Falkland House
14 Broadway
Westminster
London SW1H 0BH**

Tel: 020 7222 2542

Fax: 020 7222 2375

Email: recruitment@falklands.gov.fk

PLEASE COMPLETE THE FOLLOWING DETAILS IF YOU ARE NOT A FALKLANDS RESIDENT OR WOULD REQUIRE A WORK PERMIT TO TAKE UP EMPLOYMENT IN THE FALKLAND ISLANDS PLEASE COMPLETE IN FULL AS THEY ARE REQUIRED FOR IMMIGRATION PURPOSES.

PERSONAL

Spouse/Partner's Surname		Marital Status	
Surname at Birth		First name/s	
Date of Birth		Place of Birth	
Occupation		Nationality now	
Names of dependant children		Date of Birth	Sex

FALKLAND ISLANDS RESIDENCY STATUS

If you were not born in the Falkland do you have:

i) Falkland Islands status?	Yes/No	ii) a Permanent Residence Permit?	Yes/No
iii) a Residence Permit?	Yes/No	Expiring on	
iv) a Visitor Permit?	Yes/No	Expiring on.....	

DECLARATION OF BUSINESS INTERESTS

Do you or your spouse/partner have any private business interests (including shares in, or Directorships of, a company)? Yes/No
 If yes, please give details.

HEALTH STATUS

Have you any disability or health problems?
 Yes/No
 (If yes, please give details)

Criminal Convictions

Have you ever been convicted of a criminal offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please give details below of the offence and the sentence imposed:
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In the event of employment, any failure to disclose such convictions could result in disciplinary action which may result in your dismissal. Any information given will be completely confidential and will be considered only in relation to the duties of the post for which you have applied.

If you are applying for a job which clearly states it is designated as a 'Sensitive' one ie there may be involvement with children or young people, please additionally complete this section. Please detail below all convictions, cautions and bindovers, including those regarded as **spent*.

**(A spent conviction is a conviction which is no longer taken into account for legal purposes after a period of time has elapsed. Spent convictions will generally be disregarded, however when applying to work in certain types of employment, for example, those noted above you will need to disclose all your cautions and convictions.*

I declare that I have not been convicted, nor had any criminal proceedings against me, nor have I been warned, either orally or in writing, in relation to a sexual offence or child abuse. I declare that there are no such proceedings pending against me at the date of this declaration. I know of no reason why I should be considered unsuitable for work in a 'Sensitive' post (ie with children, elderly or disabled people), and I have not been dismissed from such a post for malpractice.

I agree and also hereby agree to provide the Falkland Islands Government with any appropriate Criminal Check Record document required as part of the recruitment process if I am offered employment with the Falkland Islands Government.

Your name		Date
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N.B Typing your name will be taken as being as binding as your signature

GUIDANCE NOTES FOR COMPLETING APPLICATION FORM

Eligibility to work in the Falkland Islands Government (FIG)

We are only able to accept applications from individuals who are eligible to work in the country according to Falkland Islands Immigration and employment legislation.

Employment and relevant work-related experience

It will not prejudice your application if you disclose a period out of formal employment (e.g. time spent at home bringing up children or a period of ill health).

Other relevant experience

This can include experience of volunteering, periods of travel or of roles held within the community e.g. youth or community worker etc.

Education / qualifications

Please list those qualifications specified in or related to the requirements listed in the person specification. If you have a qualification which is not directly relevant but which you feel demonstrates that you have a skill which is important to the job please list this under Supporting Statement saying why you think this is important.

Supporting Statement

The purpose of this section is to give you an opportunity to say why you are interested in the job and what you would bring to it. When writing your supporting statement please refer to the role profile and link your experience, qualifications and interests to the requirements. Your supporting statement should be succinct and to the point. It will be used for shortlisting so please ensure you highlight the relevant skills, knowledge, experience and qualifications you have relevant to the role. This can relate to information listed earlier or you can give other examples.

References

If you have no previous employer then please provide a reference from your school/university/ training provider and a personal reference from someone who knows you well but is not a relative.

Criminal Convictions

FIG is committed to safeguarding and promoting the welfare of children and young people. A criminal records check will be required if you take up employment with FIG and are appointed from outside of the Islands, even where the post has not been designated as a 'Sensitive' one.