



Dear Applicant,

Information for all Applicants for Employment

Thank you for your interest in applying to work at the Port of London Authority (PLA). Please read through the following notes, which the PLA hopes will be of use to you at this time.

Acknowledgement of Applications

If you would like acknowledgement that we have received your application form then **please send an SAE** with your application.

If personal papers are submitted in support of your application they should be copies not originals. The PLA does not usually return these copies, but will be happy to do so if requested.

Completing the Application Form

It is essential, in your written application that you give evidence and examples of your proven and successful experience in areas listed in the job description. For those candidates invited for interview, these responses will be further developed and discussed.

Please note we do not accept CVs in place of application forms, however you may include a CV as additional information.

Interviews

Successful applicants will be notified of the interview arrangements either by letter, e-mail or telephone as soon as possible after the closing date.

The shortlisting process is completed as soon as possible after the closing date for applications. We will endeavour to write to all applicants with the outcome, even those who have been unsuccessful.

Interview Expenses

The PLA will only reimburse interview travel expenses with prior agreement. If agreed then this should be accompanied by receipts/proof of purchase. The maximum claim for interview expenses is £100.

Conditions of Appointment

All appointments made to the PLA are subject to; the receipt of references satisfactory to the PLA; drug and alcohol testing with the PLA's appointed testing company; medical clearance, which involves a medical examination with the PLA's Occupational Health Adviser; proof of eligibility to work within the UK; copies of your relevant qualifications and a period of probation.

Smoking Policy

As part of its commitment to the better health of all its employees, the Port of London Authority has adopted a policy of **NO SMOKING**. The policy will operate inside all PLA premises, vessels and vehicles.

Work Permits

The PLA does not sponsor work permit applications therefore you must have eligibility to work in the UK and will be required to provide evidence of this.

Criminal Record Bureau (CRB) checks

For certain roles, you may be required to undergo a CRB check prior or during your employment.

Port of London Authority – Mission Statement

The PLA's Mission is to:

- Facilitate the safety of navigation on the tidal Thames.
- Deliver value for money services to our commercial customers and to promote the potential of the Port of London.
- Respect the environment of the tidal Thames and to pursue principles of sustainable development.
- Provide an efficient, professional and equitable service to commercial and leisure users and riparian owners on issues affecting the River; and
- Safeguard the navigational access to and the viability of the Port of London and its infrastructure.

Benefits of working at the Port of London Authority

Staff working at the PLA additionally benefit from:

- Generous annual leave entitlement
- A contributory pension scheme
- Leisure Link Membership to Health & Fitness Gyms
- Interest free season ticket loan (after probationary period)
- Eye Care Vouchers
- Free on-site Car Parking (Kent offices only)
- Commitment to life long learning

PLA Website

If you would like to find out further information about the PLA then please refer to our website www.pla.co.uk

All completed applications to be sent to;

Human Resources Department
Port of London Authority
Royal Pier Road
Gravesend
Kent
DA12 2BG.
E-mail; recruitment@pla.co.uk
Fax: +44 (0) 1474 562280