



APPLICATION FORM

Your completed application form contains all the information we know about you as a candidate. It is, therefore, vital that you complete every section of the form and give us as much relevant information as possible. Please note that CV's will only be considered in addition to a fully completed application form, and not instead of.

POST APPLIED FOR:

JOB REF.:

PERSONAL DETAILS

Surname:

Forename(s):

Home Address:

Title:

Date of Birth: / /

Post Code:

National Insurance No.: / / / /

Home Tel. No.:

Mobile:

Work Tel. No.:

E-mail:

May we contact you at work? Yes No

Do you require a permit to work in the UK? Yes No

Do you hold a current driving licence? Yes No

If you hold a licence for a vehicle, other than a car, please give further details:

Do you have any endorsements or penalty points on your licence? Yes No

If you have answered 'Yes', please provide further details:

Do you have regular use of a car? Yes No

DETAILS OF EDUCATION AND QUALIFICATIONS:

Please list all secondary schools, colleges or universities that you have attended:

Name of School/College/University	Dates to and From	Subjects and Qualifications gained (with grades)

Please list details of any further relevant training:

Name of Course	Training Provider	Dates of Training	Qualification or Standard Achieved

Please give details of membership of any professional bodies or associations, including any registration numbers:

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EMPLOYMENT HISTORY

Please give details of your current or most recent employer:

Employer's Name and Address:

Date employed (from): / / to / / Notice period:

Job Title:

Salary on leaving/Current Salary: £

Benefits Package:

Reason for Leaving:

Please briefly describe your main duties:

Please give details of all previous employment (you may continue on a separate sheet). Please also include any gaps in your employment history.

Employer	Job Title & Brief Outline of Duties	Dates to & From	Reason for Leaving

RELEVANT SKILLS & COMPETENCIES

Please show how your skills and competencies meet the requirements of this post as detailed in the person specification. You may continue on separate sheets if you wish.

Please tell us why you would like to work for the Port of London Authority:

INTERESTS AND HOBBIES

Please give details of any hobbies, sporting interests and spare time activities:

VOLUNTARY ACTIVITIES

Please give details of any voluntary activities that you are involved in:

Have you ever applied for a post with the Port of London Authority before? If so which one?:

SICKNESS ABSENCE

Please tell us how many days' sickness absence you have had in the last 2 years?:

Please tell us how many occasions you have been sick in the last 2 years?

REFERENCES

Please give details of two referees, one of which should be your current or most recent employer. (Please note that for certain positions within the PLA we may require an additional reference).

1st Referee:

2nd Referee:

Name:

Name:

Address:

Address:

Tel. No.:

Tel. No.:

Relationship to you:

Relationship to you:

May we approach these Referees prior to an offer of employment being made? Yes No

DECLARATION:

I confirm that all the information given in my application is accurate and true:

Signed:

Date:

Please note that all appointments are subject to a satisfactory medical examination and the receipt of satisfactory references

Please return your completed application to:

Human Resources
Port of London Authority
London River House Royal Pier Road
Gravesend Kent DA12 2BG

EQUAL OPPORTUNITIES QUESTIONNAIRE

The Port of London Authority aims to ensure that no employee or prospective employee is subject to any form of discrimination or harassment on grounds of sex, marital status, sexual orientation, race, religion, ethnic origin, disability, age, trade union membership, political beliefs, being HIV positive or having AIDS.

We would, therefore, be grateful if you would complete and return the questionnaire below with your completed application form. The Equal Opportunities Questionnaire will be separated from your application prior to the shortlisting process.

Post applied for:

Closing Date: / /

How did you hear of the vacancy?:

Your Surname:

Maiden Name:

Forename(s):

Title: Mr Mrs Miss Other

Date of Birth: / /

Please tick the box appropriate to you:

Sex: Male Female

Marital Status (please state):

Are you registered disabled?: Yes No

If yes, please give your registration number and a brief description of your disability:

What is your ethnic group?:

A. White: British English Scottish Welsh Irish

Other White background (please state):

B. Mixed: White and Black Caribbean White and Black African

White and Asian: **Other mixed background (Please state):**

C. Asian (including Asian British, Asian English, Asian Scottish and Asian Welsh)

Indian Pakistani Bangladeshi

Other Asian background (please state):

D. Black (including Black British, Black English, Black Scottish and Black Welsh)

Caribbean African **Other Black background:**

E. Chinese (including Chinese British, Chinese English, Chinese Scottish and Chinese Welsh):

F. Other (please state):