

Notes on completion of this form:

If this form is not completed electronically please use black ink. Illegible applications will not be considered. 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 APPLIED FOR:			
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2. PERSONAL DETAILS			
Title		Surname	
First Names			
Address			
Post Code		Country	

Telephone (Work)	Telephone (Home)	Mobile	Preferred contact method:
			Work ☐ Home ☐ Mobile ☐ Email ☐
Email			
If you are not resident in the Falkland Islands or the UK, can you access facilities for a MS Teams/Zoom or telephone interview if required? ☐ Yes ☐ No			

Date of birth (dd/mm/yy)	Place and country of birth		
Do you hold a current driving licence?	☐ Yes	If yes, please specify country of issue and type of licence	
	☐ No		

3. NATIONALITY AND RESIDENCE STATUS			
Nationality			
Do you have Falkland Islands status?	☐ Yes ☐ No		
Do you hold a Falkland Islands Permanent Residence Permit?	☐ Yes ☐ No		
Do you hold a Work Permit?	☐ Yes ☐ No	If yes, please give the Expiry Date	
Do you hold a Visitor's Permit?	☐ Yes ☐ No	If yes, please give the Expiry Date	
Do you hold an Accompanying Dependent Permit?	☐ Yes ☐ No	If yes, please give the Expiry Date	

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4. EDUCATIONAL QUALIFICATIONS

Please list any academic qualifications below, (if short-listed you will be asked to provide proof of any qualifications listed).

Dates (dd/mm/yy)		Name of school, College and/or University	Give details of major subjects studied and qualifications/results gained
From	To		

JOB APPLICATION FORM

5. 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: (DD/MM/YY)		Name of professional body	Details of major subjects studied and qualifications / awards achieved
From	To		

JOB APPLICATION FORM

<i>Are you currently working towards any further examinations or qualifications?</i>	☐ Yes ☐ No	If yes please give details below.
<i>Are you currently a member of any professional associations or societies?</i>	☐ Yes ☐ No	If yes please give details below including date of joining, professional registration number and level of membership eg NMC/GTC/IEEE/SRA.

6. CURRENT ROLE				
Employer:				
Address:				
Post Code:		Country:		
Job title:				
Current Salary:		Anticipated Salary:		
Reporting to: (job title)				
Date of appointment:		Notice period: (If required)		
Other significant benefits:				

7. CURRENT ROLE DETAILS	
Please provide a brief summary of your current or most recent role and your main achievements in it. You may attach copies of job descriptions and organisation charts if this would be helpful. Please include details or resources such as staff or budgets for which you are responsible. <i>(Please continue on a separate sheet if necessary)</i>	

Diverse • Professional • Resilient • Resourceful

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

Date started (DD/MM/YY)	Date left (DD/MM/YY)	Name and Address of employer	Job and main responsibilities	Reason for leaving

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9. REASONS FOR APPLYING

Please explain why you wish to leave your current role (or why you left your most recent job if not currently employed) and what attracts you to this job in particular? *(Please continue on a separate sheet if necessary)*

10. SUPPORTING STATEMENT

Please explain how you meet the essential and (if applicable) desirable requirements as outlined in the job profile. If you have to use additional sheets they should be marked clearly with your name and the position you have applied for and must be attached securely to the application form.

11. PREVIOUS GOVERNMENT EMPLOYMENT

Have you ever been employed by the Falkland Islands Government or previously applied for a post in FIG?

☐ Yes

☐ No

If yes please give details below.

12. CRIMINAL CONVICTIONS

Have you ever been convicted of a criminal offence?

☐ Yes

☐ No

If yes, please give details of the offence(s) and the sentence(s) imposed below.

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 work in a Sensitive post (i.e. with children, disabled or elderly people) please include all convictions, cautions and bind overs, 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, but when applying to work in certain types of employment you will need to disclose them.

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 (i.e. with children, elderly or disabled people), and I have not been dismissed from such a post for malpractice. I 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.

I understand that, in the event of employment, any failure to disclose such convictions could result in disciplinary action which may result in my dismissal.

PLEASE NOTE - Overseas Applicants Only: To satisfy the requirement of the immigration service, If you are successful in your application for employment, you will be required to submit a declaration in relation to criminal convictions for all family members who you plan to be accompanied by in the Falkland Islands.

13. CONFLICTS OF INTEREST

Indicate below any conflicts of interest you may have working for the Falkland Islands Government (FIG). For example, other current employment, business interests or family members already working for FIG.

14. 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.

15. HEALTH STATUS

If your application is successful and you require a work permit to enter/remain on the Island, you and any eligible dependants accompanying you may be required to undergo a medical examination to satisfy immigration requirements.

Are you aware of any reason that would prevent you from meeting applicable immigration health requirements? (Please note, information relating to immigration medical requirements will only be requested where necessary to support immigration work permit applications and will not be used in employment selection decisions).

☐ Yes

☐ No

If yes, please give details

16. FURTHER INFORMATION

Please use this space to provide any further information that may be relevant to your application. Please be brief. If you have to use additional sheets they should be marked clearly with your name and the position you have applied for and must be attached securely to the application form.

DECLARATION

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.

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.

Signature

Date

Please now provide information on referees on the pages below.

REFEREES
Professional Referees: The Falkland Islands Government reserves the right to seek references from your current employer and, if appropriate, any previous employers prior to interview. If you wish to be consulted before a referee is approached, please tick the box provided. All referees will be approached if we make an offer of employment. We may also contact any of your other previous employers within the last three years.

1. Your current or most recent employer (or if no employer, your school/university/training provider). Do you wish to be consulted before this referee is approached?			☐ Yes ☐ No
Name and job title of referee			
Name of referee's organisation			
Postal address			
Email			
Telephone		Mobile	
Please indicate if this is a work or academic / training reference			☐ Work ☐ Academic or training

2. Your previous employer (or if no employer, your school/university/training provider). Do you wish to be consulted before this referee is approached:			☐ Yes ☐ No
Name and job title of referee			
Name of referee's organisation			
Postal address			
Email			
Telephone		Mobile	
Please indicate if this is a work or academic / training reference			☐ Work ☐ Academic or training

3. 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 1		Address 1	
Address 2		Address 2	
City		City	
Postcode		Postcode	
Country		Country	
Telephone		Telephone	
Email		Email	
Occupation		Occupation	

15. Please tell us 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)	

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**

OR

Email: recruitment@sec.gov.fk

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

Email: recruitment@sec.gov.fk

Guidance Notes for completing the 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 out- side of the Islands, even where the post has not been designated as a 'Sensitive' one.

Immigration

If your application is successful, you will be asked to provide details of criminal convictions and health status for your spouse/partner and any dependents you wish to accompany you to the Falkland Islands as they are required for immigration purposes.