

Short Application Form

How to Apply

Thank you for your enquiry

Portchester Crematorium operates an equal opportunities policy. Your skills and experience are the only things we look at when you apply for a job. Portchester Crematorium is managed and operated by the Portchester Crematorium Joint Committee, representing the local authorities of Fareham, Gosport, Havant and Portsmouth.

Please read fully the accompanying information pack before you complete the form.

Please type or complete the application form in **black ink/ball pen**.

I consent to the Portchester Crematorium Joint Committee (PCJC) and others on its behalf processing and holding by means of a computer database or otherwise any information, which I provide to then for the purpose of potential employment. I also agree to PCJC accessing such other information as they hold about me, which they have acquired for other purposes.

Signed Dated

(If you choose to submit your application form by electronic mail, then you can sign your form at interview should you be shortlisted)

Please do not enclose a curriculum vitae.

Post applied for..... Ref No.....

Surname (in capitals) Forename(s)

Please give details of previous/other Surnames used

Preferred title Dr Mr Mrs Ms Miss Other (Please state)

Home Address

Post Code Telephone Number (work)

Home Mobile.....

Email Address

Disclosure of Relationship

i) I certify to the best of my knowledge and belief, I am not related to, or in a relationship with, any councillor or employee of the Portchester Crematorium Joint Committee.

ii) I declare that I am related to, or in a relationship with, the following councillor or employee of the Portchester Crematorium Joint Committee.

Please delete as applicable

Name..... Position..... Relationship.....

Declaration of conflict of interest. Please supply details of any ongoing matter in which you may be involved with staff or members of Portchester Crematorium Joint Committee. If not applicable please tick here

.....

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Declaration of Interests

On commencement of employment with the Portchester Crematorium Joint Committee, all staff will be required to sign a Declaration of interests, which will include amongst other interests membership of closed organisations, such as Freemasons, Independent Order of Buffaloes, etc.

To Be Completed by all applicants

Information Requested under the Rehabilitation of Offenders Act 1974 (exception) Order 1975

Normally under the above Act, some criminal convictions do not have to be disclosed after a period of time when they become 'spent'. This does **not** apply to certain posts that are required to have CRB disclosure.

For posts that require CRB disclosure

Due to the nature of the work for which you are applying. This means that you **MUST** answer the following questions about current and **ALL** previous criminal convictions. Any information will be treated with the strictest confidence and will be considered only in relation to this application. Disclosure of a criminal record will not exclude you from the appointment unless the PCJC considers that the conviction renders you unsuitable.

Failure to disclose this information could lead to your application being rejected, or if you are appointed, to dismissal if it is subsequently learnt that you have a criminal conviction.

For posts that do not require CRB disclosure

You should not include convictions, which are considered to be spent under the Rehabilitation of Offenders Act 1974, nor motoring convictions unless your driving licence has a current endorsement. Any information will be taken into consideration but will not automatically prevent your application from proceeding. If you are appointed, failing to disclose any unspent criminal conviction may lead to your dismissal.

Please delete as necessary:-

1) Have you ever been cautioned, or convicted of any criminal offence? YES/NO
If yes, please give details of the Caution(s) or conviction(s) and date(s)

(2) Have you been charged with any offence, which has not yet been brought to trial? YES/NO
If yes, please give details of the charge and the date of the hearing (if known):

I confirm that the information given above is correct and I understand that a failure to disclose any convictions may lead to my dismissal.

Signature Date

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Employment

Present Job (or most recent job if you are currently unemployed)			Notice required by your present employer (if applicable).	
Date From / To	Name and Address of employer	Job Title	Grade/ Salary	Reasons for leaving (if currently unemployed)

Previous Jobs (most recent first)

Dates From/To	Name and Address of Employer	Job Title	Grade/ Salary	Reasons for leaving

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Experience

- A) Please describe how your skills, experience and personal qualities meet the person specification for this job.
 B) Please explain why you wish to apply for this job.
 C) Please give details of any relevant leisure interests or community work.
 You may continue on a separate sheet if necessary.

Please list your educational and training history; overseas qualifications should be included in this section. Details of the establishments are not required.

(Proof of your qualifications will be required at interview)

Qualifications/ Exams passed	Grade/ Class	Date Obtained	Qualifications Exams passed	Grade/ Class	Date obtained

Do you hold a current driving licence? YES / NO (Please delete)

Which Class of licence(s) do you hold?

Do you have use of a car YES / NO (Please delete)

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Name and Address of References

Please state the names and address of your two referees below. One of these must be your present/ most recent employer. If you have been in your present job for less than six months, please give details of your previous employer in addition to your current employer. Relatives should not be named as referees.

PLEASE NOTE THAT THE PORTCHESTER CREMATORIUM JOINT COMMITTEE RESERVES THE RIGHT TO CONTACT ANY PREVIOUS EMPLOYER TO PROVIDE A REFERENCE AND NOT JUST THOSE NOTIFIED BY THE CANDIDATE. REFEREES WILL BE ASKED TO PROVIDE DETAILS OF ANY FORMAL OR INFORMAL DISCIPLINARY ACTION AGAINST YOU.

Referees are normally asked for references prior to interview of short listed candidates.

Can we take up references at this stage?

Referee 1	YES/NO	Referee 2	YES/NO
Name		Name	
Address		Address	
.....		
.....		
Post Code	
Telephone No/E-mail	
Capacity in which known		Capacity in which known	
	Employer	<i>* Please delete as applicable</i>	Employer/ Personal *

Asylum and Immigration Act 1996

National Insurance No.

If invited to interview you will be required to show documents to prove your identity and your eligibility to work and reside in the UK be required at interview. Only original documents (not copies) are acceptable.

Restrictive Covenants

Are you free to work for the Portchester Crematorium Joint Committee? YES/ NO **Please delete as applicable*

*(e.g. are you covered by any restrictive covenants, are you **not** entitled to work within a particular location for a specified time due to a previous contract of employment).*

If NO, please provide details

DECLARATION

The information you give us may be stored on a computer and used for the purposes of Human Resources and employee administration and benefit fraud detection. It will be treated as strictly confidential and will not be disclosed to any unauthorised person.

I declare that the information given in making this application is, to the best of my knowledge, correct. I understand that canvassing of any councillor or employee of the Portchester Crematorium Joint Committee, or giving any false information or leaving out important information will make my application unacceptable and, if I am appointed, may lead to my dismissal.

Signature Date

(If you choose to submit your application form by electronic mail, then you can sign your form at interview)

Please return your completed Application form to: The Manager & Registrar
Portchester Crematorium
Upper Cornaway Lane
Portchester
PO16 8NE