

# GIBRALTAR SPORTS & LEISURE AUTHORITY



PHOTO

## APPLICATION FORM

GIBRALTAR SPORTS & LEISURE AUTHORITY  
BAYSIDE SPORTS CENTRE  
BAYSIDE ROAD  
GIBRALTAR

1. POST APPLIED FOR:	
Post Title:	Administration & Secretarial Assistant – Grade 9
Name of applicant:	

- Please ensure that you answer all the questions as fully as possible.
- Fill this form in your own handwriting. Please do not cross out sections, or write 'see CV' or 'refer to CV'. Although CVs may be submitted, they will only be accepted in support of information, statements or contentions, already established in the application form.
- Write neatly in black ink, as this form will be photocopied.
- Original documents as proof of academic and other qualifications **must** be produced. (These will be photocopied and returned immediately).
- A recent passport sized photograph must be affixed in the space provided above.
- Two references are required to be **handed in** together with this application form.
- Once completed, this application form must be **handed in** to the **Gibraltar Sports & Leisure Authority, Bayside Sports Complex, Bayside Road, Gibraltar – 1<sup>st</sup> Floor Reception desk**, by 12 noon on Friday 15<sup>th</sup> March 2019 for receipt of applications.

**NOTE:** Should you have any queries relating to your application either prior to or after interview, you may write to the Chief Executive Officer, at the above address.

Do not write below this line.

### FOR OFFICIAL USE ONLY

DOCUMENT	SEEN	RETURNED
Evidence of Nationality		
Qualifications		
2 Reference Letters		
I/D CARD OR PASSPORT NO.		

2. PERSONAL INFORMATION			
Title:		Surname:	
Forenames:			
Previous Name if Applicable:			
Date of Birth:			
Age:			
Address:			

Please provide us with the following contact information and indicate which is the most suitable way of contacting you (You may tick more than one): (Please tick)		
Home Telephone Number:		
Work Telephone Number:		
Mobile Telephone Number:		
Email address:		

### 3. EMPLOYMENT HISTORY

Please list in order (the most recent first), the organisation(s) you have worked for, whether full or part time, including voluntary, unpaid, or self-employed work.  
**(PLEASE USE ADDITIONAL SHEETS IF NECESSARY)**

#### (a) Current status:

Civil Servant	<input type="checkbox"/>	Civil Service Ring-Fenced Ex-GDC Officer	<input type="checkbox"/>
GDC Officer	<input type="checkbox"/>	Government Agency Worker	<input type="checkbox"/>
Authority and Government Owned Companies' Officer	<input type="checkbox"/>		
Supply Civil Service Worker	<input type="checkbox"/>		

#### (b) Current Employer's Name and Address:

Dates of Employment:	From:		To:	
Job Title:				
Reason for leaving:				
Brief outline of Duties:				

#### (c) Previous Employer's Name and Address:

Dates of Employment:	From:		To:	
Job Title:				
Reason for leaving:				
Brief outline of Duties:				

#### 4. QUALIFICATIONS

Please give details of any qualification(s) held and where obtained.

**(PLEASE USE ADDITIONAL SHEETS IF NECESSARY)**

School(s)	Date(s)	Subject(s)	Qualification	Grade

#### 5. FURTHER & HIGHER EDUCATION

Please give details of any further or higher education - colleges/universities attended and any qualifications obtained.

**(PLEASE USE ADDITIONAL SHEETS IF NECESSARY)**

College / University/ Training provider	Date(s)	Subject(s)	Qualification	Grade

**6. TRAINING AND DEVELOPMENT**

Please give details of further training taken – i.e. Management courses, IT courses, First Aid certificates etc.

*(PLEASE USE ADDITIONAL SHEETS IF NECESSARY)*

College / University/ Training provider	Date(s)	Subject(s)	Qualification(s) / Grade(s)

**7. PERSONAL STATEMENT**

Add any further information about yourself that you consider relevant to this application. You should describe your knowledge, experience, skills and abilities gained from your paid and/or voluntary work, studies, hobbies etc.

*(PLEASE USE ADDITIONAL SHEETS IF NECESSARY)*

## 8. REFERENCES

Please provide the following information on your referees, a personal reference must accompany this application form when you hand it in.

Referees should not be relatives or serving public servants.

<b>(a) FIRST REFERENCE</b>			
Full Name of Referee			
Full Address of Referee			
Email address		Contact Tel:	

<b>(b) SECOND REFERENCE</b>			
Full Name of Referee			
Full Address of Referee			
Email address		Contact Tel:	

## **9. DATA PROTECTION ORDINANCE 2004**

Under the Data Protection Ordinance 2004, the Gibraltar Sports & Leisure Authority reserves the right to collect, store and process personal data about applicants in so far as it is relevant to their application for employment. This Application Form will remain on file for as long as administratively necessary and then be destroyed. All personal information held will be processed in accordance with the Data Protection Ordinance 2004.

We will only disclose personal information contained in this form in the following circumstances: -

- If we are required to do so by any court order, or by law.
- If selected for the post, (except for information contained in Section 13), to Government Departments (for administrative purposes) and to the Gibraltar Health Authority (for the purpose of Section 11).

## **10. (a) EQUALITY OF OPPORTUNITY**

The Gibraltar Sports & Leisure Authority is committed to a policy which ensures that all job applicants and employees receive equality of opportunity, therefore ensuring that all recruitment is solely on merit.

No applicant or employee will receive less favourable treatment on the grounds of age, disability, race, religious belief, sex or sexual orientation, or will be disadvantaged by conditions or requirements which cannot be shown to be justifiable.

## **10. (b) DISABLED APPLICANTS**

In order to help us implement our equal opportunities policy effectively, please indicate below if you would like us to provide any particular assistance for your interview, as a result of disability.

Please specify type of assistance required, e.g. wheelchair access.


**11. MEDICAL**

I understand that if I am selected for employment to the post for which I am applying, I will be required to undergo a medical examination and be declared fit for employment.

**12. STATEMENT TO BE SIGNED BY APPLICANT**

I hereby give consent to the collection, storage and processing of my personal details in connection with my application and as outlined in this application form.

I confirm that to the best of my knowledge, the information given in this application form is true and correct. I understand that giving false or misleading statements or withholding information, may result in withdrawal of an offer of employment, or my appointment being terminated if I have already been appointed.

<b>NAME IN BLOCK LETTERS</b>	<b>SIGNED</b>	<b>DATE</b>



### 13. DECLARATION OF CRIMINAL OFFENCES

Have you been cautioned, court martialled, or been convicted of a criminal offence within the last 10 years. (Please tick below)

YES

NO

If you have ticked yes then you must complete the table below. Please use additional sheet if necessary.

Date	Offence	Sentence	Pending Charges (Give dates)

Having a criminal record will not necessarily bar you from taking up employment with the Gibraltar Sports & Leisure Authority. This will depend on the nature of the position applied for and the circumstances and background of your offences. Any information given will be treated confidentially and only considered in relation to the post for which you are applying.

**Failure to disclose any information requested in this Section, may lead to the withdrawal of an offer of appointment, or termination of employment if you have already been appointed.**

**Signed:**.....

**Name:**.....  
(IN BLOCK LETTERS)

**Date:**.....