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| Application form |  |

# Introduction

These notes aim to help you complete your application. Please read them carefully before you start completing the Application Form and producing your Personal Statement.

# About Harwich Haven Authority

For more than 900 years, Harwich has attracted trade from across the world. With its deep natural estuary, it continues to contribute to the UK’s economic growth.

To safeguard this important driver of wealth and employment, Harwich Haven Authority was established by act of Parliament in 1863. As a Trust Port, we’re responsible for preserving 150 square miles of the haven; with 40% of the country’s container traffic travelling through the Haven, our role is critical to its ongoing success and development.

We also ensure the safety of everyone using the harbour. Our Pilotage, Vessel Traffic Services, harbour patrol and supporting marine services work to keep the Haven flowing night and day.

As an independent organisation with no shareholders we generate income through the services we provide. This enables us to reinvest surplus funds for the benefit of our stakeholders. We’re accountable to our many stakeholders including The Department of Transport, local authorities, environmental group, sailors, residents, community groups and our employees. All year round we communicate with them to ensure we’re providing a Haven that meets everyone’s needs.

## Equal opportunity and diversity

The Authority is committed to supporting, developing and promoting diversity and equality in all of its employment practices and activities. Our aim is to establish an inclusive culture that is free from discrimination and based on the values of fairness, dignity and respect. We support and develop employees through providing everyone with access to facilities, personal and career development opportunities and employment on an equal basis regardless of race, nationality/ethnicity, disability, age, gender, sexual orientation, transgender identity or religion/belief.

We value diversity and know that our organisation is enhanced by the different range of backgrounds, experiences, views, beliefs and cultures represented within our workforce. To be an employer of choice and achieve our long-term business goals we believe embracing variety and difference will support our future business development plans.

# Before you begin

Before you begin you will need the following documents:

## The job description

Harwich Haven Authority has set out the performance and behaviour expectations for each role within the organisation. The job description sets out the main purpose of the job and key tasks for the role.

## The person specification

The person specification illustrates the core attributes of this role. The attributes should be addressed in your Personal Statement and Application Form where applicable.

# Your submission

To be considered for this role your application will comprise the following:

* Your Personal Statement
* Your CV
* Your completed application form.

## Your personal statement

If you believe you are a good fit for this role, and you are truly excited about the potential, then the Personal Statement is simply a way to communicate in detail what you can bring to the Authority. We often receive a large number of Applications for job roles - your written statement is your opportunity to express your personality, sell yourself and stand out from the crowd.

Your personal statement should be no more than two sides of A4 (we recommend font Arial in size 11).

We will use the information you provide in your application to decide whether you meet the requirements listed in the Person Specification. Please note that if you do not give examples through your Personal Statement of how you meet the criteria, your application will not progress to the next stage.

## Your CV

Your CV should be no more than two sides of A4, providing your education, professional qualifications and recent career history.

## Your application form

The application form is included at the end of this document.

Please use BLOCK CAPITALS (and black ink would be helpful) throughout if you are submitting a handwritten application form as it aids legibility when being assessed.

Please include the contact details (including email addresses) of two referees who know you well but are not personally connected to you and can assess your potential to contribute to this role. Referees will only be contacted post offer.

Internal candidates need not complete the referee section.

**Please ensure you include the job reference from the advert.**

When you sign and submit your Application Form, you are providing us with permission to keep all your details on file and make contact with you.

# Next steps

Please send your submissions to, or request further information from:

Human Resources Department, Harwich Haven Authority, Harbour House, The Quay, Harwich, Essex, CO12 3HH, United Kingdom

Completed submissions can be returned by fax to 01255 504946 or e-mail to applications@hha.co.uk.

## Short Listing & Interview

Following the closing date, a shortlist will be drawn up and interviews held in Harwich. The short-listing process will consider information from your CV, Application Form and Personal Statement to determine whether you will be selected for interview for this role. It will focus mainly on the essential criteria listed in the Person Specification.

The interviews will be held at the Authority’s office

If you have not heard from us within two weeks of the closing date, regrettably you can assume that your application was unsuccessful.

## Assessments/Interviews

If your application is short-listed, you will be required to undergo some testing from a range of:

* Ability Tests
* Written Exercise
* Job related tests
* Psychometric tests
* IT tests

# Important information

## Driving

If the job needs you to drive, we will need to see your driving license

## Eligibility to work in the UK (Section 8 of the Asylum and Immigration Act)

Should you be invited to interview you will have to demonstrate that you have the legal Right to Work in the UK, whether you were born in the UK or not. We will require you to produce the original documents (not copies) of which there are three options:

* UK or EU passport; or
* A UK Long Birth Certificate (showing you parents details) plus some form of National Insurance Number proof; and/or
* Passport including the relevant visa stamps to work in or remain in the UK

Please note that to meet our obligation under the Immigration Asylum and Nationality Act 2006, we can ONLY employ those who are entitled to live and work in the UK.

Currently, we do not sponsor any applications determined by the UK Border Agency as being skilled and eligible under Tier 2 of the points based system.

## Privacy Statement

A copy of our privacy statement can be found at www.hha.co.uk.

The Authority conforms with all data protection regulations and any requests for data or amendments should be made to:

The Data Compliance Officer

C/o Human Resource Department

Harwich Haven Authority

Harbour House

The Quay

HARWICH

Essex, CO12 3HH

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|  | Application form |
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Introduction

Please ensure you read the notes on page 5 of this document before submitting this application form. CVs will only be accepted when supporting a fully completed application form.

Please remember to use BLOCK CAPITALS (if handwritten) throughout and mark boxes 🗷 as required

Position details

|  |  |  |  |
| --- | --- | --- | --- |
| Position applied for |  | Ref no |  |

Personal Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: |  | | Title (Mr/Mrs/Miss/Ms) |  |
| First name(s): |  | | | |
| Address line 1 |  | | | |
| Address line 2 |  | | | |
| Town / City |  | County |  | |
| Post code |  | Country |  | |

Contact details, please ensure you enter details for methods of communication you are happy for us to use.

|  |  |  |  |
| --- | --- | --- | --- |
| Country code |  | | |
| Telephone (home) |  | (Mobile) |  |
| Telephone (work) |  | (Mobile) |  |
| E-mail |  | | |

Right to work in the UK

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have the legal right to work in the UK? | Yes  No |  | National insurance no |  |

Driving license & criminal convictions

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| --- | --- | --- | --- | --- | --- | --- |
| Do you have a full UK driving license? | Yes  No |  | Do you have regular use of your own transport? | | Yes  No |  |
| Please provide details of any endorsements or penalty points |  | | | | | |
| Have you any unspent criminal convictions under ROA 1974? | Yes  No |  | Details |  | | |
| Any charges awaiting outcome? | Yes  No |  |

HHA advert source

|  |  |  |  |  |  |  |  |  |  |  |  |
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| How do you know of the Authority? (if you are applying for a specific role in HHA please specify source) | | | | | | | | | | | |
| Newspaper |  | Website |  | Social Media |  | Jobsite |  | Job centre |  | Word of mouth |  |
| Other |  | | | | | | | | | | |

Certification & qualifications details

|  |  |  |
| --- | --- | --- |
| Professional qualifications / membership of professional bodies |  | Status / Membership number |
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Education & training details

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please provide details of secondary school, college, university and any other further education or formal training undertaken. | | | | | | | | | | | | |
| School / College / University |  | Subject | | | | |  | Year taken |  | Grade |  | Qualification |
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| Please give details of any part time education undertaken / presently being studied. | | | | | | | | | | | | |
| College / University |  | Subject / Study method | | | | |  | Year taken |  | Grade |  | Qualification |
|  |  |  | | | | |  |  |  |  |  |  |
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|  |  |  | | | | |  |  |  |  |  |  |
| Are you currently receiving any study support from your present employer? | | | Yes  No |  | Details |  | | | | | | |
| Please give details of any training courses attended relevant to the position being applied for. | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Please give details of any leisure interests, active club memberships, teams/societies including any positions of responsibility outside of work. | | | | | | | | | | | | |
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Career history

Start with your current employer; include voluntary work, travel, career breaks and unemployment.

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| --- | --- | --- | --- | --- | --- |
| Name of present or most recent employer |  | | | | |
| Business type |  | | | | |
| Position(s) held |  | | | | |
| Brief description of duties |  | | | | |
| Reason for leaving |  | | | | |
| Dates employed |  | | | Notice period |  |
| Salary(£) |  | Other benefits |  | | |

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| --- | --- | --- | --- |
| Name of previous employer |  | | |
| Business type |  | | |
| Position(s) held |  | | |
| Brief description of duties |  | | |
| Reason for leaving |  | | |
| Dates employed |  | Salary (£) |  |

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| --- | --- | --- | --- |
| Name of previous employer |  | | |
| Business type |  | | |
| Position(s) held |  | | |
| Brief description of duties |  | | |
| Reason for leaving |  | | |
| Dates employed |  | Salary (£) |  |

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| Have you previously been interviewed or worked at Harwich Haven Authority?  (if yes, please give details including dates) |  |

Referees

Please give details of referees at your present and most recent employer. If you have not had two employers, give details of other people in positions of responsibility (e.g. teacher / lecturer). References will be sought post offer acceptance.

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| --- | --- |
| Present/Most recent |  |
| Names & job title |  |
| Address  Post code |  |
| Telephone number |  |
| Email address |  |

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| Present/Most recent |  |
| Names & job title |  |
| Address  Post code |  |
| Telephone number |  |
| Email address |  |

Declaration

Data Protection

A copy of our privacy statement can be found at [www.hha.co.uk](http://www.hha.co.uk).

Please confirm you agree, have read this information and that you accept the privacy statement by signing, printing your name and dating your application below.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
| Name (PRINT) |  | | |