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PHOTO (optional)

**TEL: +350 20040880**

**The application form should be completed by the applicant in writing and returned to Administration Manager, AquaGib Ltd, Suite 10B, Leanse Place, 50 Town Range, Gibraltar.**

## VACANCY FOR THE POSITION OF CUSTOMER SERVICE REPRESENTATIVE/AGENT PART TIME MATERNITY COVER TEMPORARY EMPLOYMENT FOR A PERIOD OF APPROXIMATELY 10 MONTHS (AFTERNOONS) (PRIVILEGE & CONCESSION DAYS AND CHRISTMAS OFFICE CLOSURE COVER) WITHIN OUR CUSTOMER SERVICES DEPARTMENT.

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| 1. **1. PERSONAL DETAILS** |
| Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: (Mr/Mrs/Ms/Other)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Forename:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Currently in Employment? Y/N: \_\_\_\_\_\_\_\_\_    Name of Current Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  May AquaGib contact your current employer? Y/N: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **2. ACADEMIC QUALIFICATIONS** | | | | |
| GCSE (or equivalent) - SUBJECT | | GRADE | | DATE |
|  | |  | |  |
| A LEVELS (or equivalent) - SUBJECT | | GRADE | | DATE |
|  | |  | |  |
| DEGREE (or equivalent) | DIPLOMA | COURSE | | DATE |
|  | | | | |
| ADDITIONAL TRAINING COURSES UNDERTAKEN | | | | |
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| **3. EMPLOYMENT HISTORY** (most recent first) | | | | |
|  | | | FROM | TO |
|  |  |
| **4. REFERENCES** (Please provide two referees who we may contact to  provide us with references about yourself) | | | | |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
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| **5. FURTHER INFORMATION** (Add any information about yourself  which you consider relevant) | | | | |
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| **6. GENERAL DATA PROTECTION REGULATION (GDPR)** | | | |
| Under GDPR, AquaGib Ltd, 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 (refer to AquaGib Recruitment Privacy Notice). All personal information held will be processed in accordance with GDPR. | | | |
| **7. (a) EQUALITY OF OPPORTUNITY** | | | |
| AquaGib Ltd, 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. | | | |
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| **7. (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, eg wheelchair access\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **7. (c) DECLARATION OF CRIMINAL OFFENCES** | | | |
| Have you been 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)** |
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| Having a criminal record will not necessarily bar you from taking up employment with AquaGib Ltd. 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 position 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.**  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (In block letters)  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **8. VETTING BY ROYAL GIBRALTAR POLICE (RGP) AND MINISTRY OF DEFENCE (MOD)** | | | |
| As part of the job application process AquaGib Ltd will need to conduct some basic background checks. This will require screening and vetting by the Royal Gibraltar Police (RGP) and MOD. | | | |
| **9. CONSENT TO PROCESS SPECIAL CATEGORIES OF DATA** | | | |
| In some rare circumstances, AquaGib Ltd might gather other special categories of personal information about you because you volunteer that data to us or we are required to gather that data as a result of legal requirements imposed on us. | | | |
| **10. 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.  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (In block letters)  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I understand that a shortlist will be produced and that only those applicants that are included in the shortlist will be interviewed.  I also understand that if I am selected for the position, that my employment will be subject to a medical examination which I will be required to attend prior to appointment:  **Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |