**APPLICATION FORM: MA Junior Consultant**

Please send the completed application form to: christin.heamagi@maritimearchaeology.co.uk

Please outline how your qualifications and experience meet both the essential and desired criteria. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

#### POSITION APPLIED FOR: Junior Consultant

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname:  | Telephone number (Mobile):  |
| Forenames:  | Telephone number (Other)  |
| Dr/Mr/Mrs/Ms:  |  |
| Address:  |  |
| Postcode:  |  |

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| --- | --- | --- |
| Do you have the right to work in the UK? | Yes | No |
| Note: MA will require proof of this before an offer of employment can be confirmed – e.g. birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996 |
| Do you have a clean, current driving licence? | Yes  | No |
| Have you a car/ access to a car for business use? | Yes  | No  |
| This post will require flexibility to work weekends and evenings (TOIL\* taken during week), also some overnight stays will be necessary. Please indicate if you are willing and able to work on this basis | Yes | No |
| Are you willing to undergo relevant Disclosure and Barring Service checks (if involved in projects where a certificate would be appropriate) | Yes | No |

\* TOIL: time off, in lieu (of additional renumeration beyond basic salary except by prior written agreement)

1. **EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Type of School(i.e. Grammar/ Secondary) | Examinations taken and qualifications gained(specify grades)  |

1. **FURTHER/ HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name of Institution(state if Full – or- Part Time) | Subjects taken and qualifications gained (specify grades or degree class obtained) |

1. **MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

|  |  |  |
| --- | --- | --- |
| Date joined | Institute/ Organisation | Grade of membership (where relevant) |

1. **EMPLOYMENT RECORD** (Please list chronologically, starting with current or last employer)

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employer and Nature of Business: | From: DD/MM/YYTo:DD/MM/YY | Job Title:Job Function/ Responsibilities: | Final Salary and Reason for Leaving |
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1. **TRAINING**

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| Details of training courses attended and awards achieved, including dates, if appropriate |

1. **SUITABILITY FOR THIS POSITION**

Please detail your suitability for this position under the relevant headings below.

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| Please provide a short summary of relevant examples under each heading:Essential Criteria* General understanding of the National Infrastructure Planning process (Planning Act 2008) for offshore developments in the UK
* Experience of producing Desk-based Assessments and other archaeological reports
* Experience of working on own initiative independently as well as part of a team
* Experience of MS Office and GIS software

Desirable Criteria* Experience of client liaison and / or stakeholder engagement
* Experience of assessment of and reporting on geophysical and geotechnical data for archaeological purposes
* Experience of drafting archaeological Written Schemes of Investigation and / or detailed Method Statements and / or Project Design proposals for discrete archaeological work programsor
* Experience of using digital 3D modelling software (or willingness to undertake training)
* Membership of the Chartered Institute of Archaeologists and/or other appropriate interest group
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1. **DISABILITY DISCRIMINATION ACT 1995**

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| Section 1 of this Act describes a disabled person as a person with a ‘physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities’.Using this definition, would you consider yourself to be disabled? Yes No *(please tick as appropriate)*If yes, do you require any special arrangements to be made to assist you if called for interview?Please provide details: |

1. **Rehabilitation of Offenders Act (1974)**

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| Rehabilitation of Offenders Act (1974) |
|  |  | Tick as appropriate |  | Tick as appropriate |
| Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974? | Yes |  | No |   |
| If yes, please give details / dates of offence(s) and sentence: |
|  |

1. **REFEREES**

Please give the details of two work-related referees, including your line-manager for your current or most recent post. Referees will not be contacted without your prior approval but will be contacted prior to any formal job offer.

|  |  |
| --- | --- |
| Current/most recent line managerName:  | Name:  |
| Position:  | Position:  |
| Company:  | Company:  |
| Address: Telephone No.: | Address: Telephone No.:  |
| Email: | Email: |
| Nature of Relationship:  | Nature of Relationship:  |

1. **VERIFICATION OF INFORMATION**

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| I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn.Signature:  |
| Date: |