

Port of INVERNESS

TRUSTEES OF THE HARBOUR OF INVERNESS

Harbour Office, Longman Drive, Inverness, IV1 1SU
Telephone 01463 715715 Fax 01463 715705
E-mail gail@portofinverness.co.uk

STRICTLY CONFIDENTIAL

APPOINTMENT TO INVERNESS HARBOUR TRUST BOARD

APPLICATION FORM

When completing this form, please refer to the Application Information available at www.portofinverness.co.uk/about/the-trustees
If *handwriting* your application: Use black/dark blue ink and CAPITAL letters. If *typing* your application: use lower case letters (with capital letters where appropriate).

SECTION 1: PERSONAL DETAILS

Title	Forename(s)	Surname
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Permanent Address	Address for Correspondence (if different)
Postcode	Postcode

Telephone (daytime)	e-mail
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Are you eligible to work in the UK? (Please tick) ☐ Yes ☐ No

SECTION 2: PROFESSIONAL QUALIFICATIONS

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OFFICE USE ONLY

Candidate reference number: _____

Only Sections 3 - 7 will be made available to the shortlisting panel. All Sections will be used by the interviewing panel if you are selected for interview.

SECTION 3: PRESENT PRINCIPAL OCCUPATION

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SECTION 4: EXPERIENCE

Please provide details of appointments held at present and/or previously.

Organisation and Position Held	Period of appointment
	From: To:
	From: To:
	From: To:
	From: To:
	From: To:

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BACKGROUND

To allow the appointing panel to assess how your background would contribute to the Board's work, please provide the following information (use an additional space if required).

- A. A synopsis of your career, including voluntary work, focusing on any aspect especially relevant to this application
- B. A summary of your relevant experience in relation to the position in which you are interested, highlighting any specialist experience which you think is particularly relevant to serving on the Inverness Harbour Trust Board
- C. Any other skills and qualities you feel you would bring to the Board

A. Career synopsis

B. Relevant financial/maritime or general strategic business development experience summary

C. Other relevant skills and qualities you bring to the Board

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SPECIAL CRITERIA

Candidates should preferably have a maritime background with an understanding of the ports and/or shipping industries. Please outline your relevant experience of working in, and knowledge of, the maritime industry that will support your application in the box below.

Please also provide details on the following as well:

- a. Experience of governance at Board level
- b. How will joining the Board assist in your career development (*only if relevant*)

A. Financial/maritime or general strategic business development experience and knowledge (highlight the relevant area(s)) You do **not** need experience in all three.

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B. Experience of governance at Board level.

C. How will joining the Board assist in your career development (*only if relevant*)

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SECTION 5: FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

How did you find out about this position? _____
e.g., LinkedIn, P&J, HBW, Non-executive forum, public appointments website, British Port Association

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SECTION 6: REFERENCES

Please provide contact details for TWO referees who can provide reference as to your suitability for this position. All references will be taken up and should not be enclosed with your application.

Name:	Name:
Address:	Address:
Tel No:	Tel No:

The information that you provide in this document and that obtained from other relevant sources will be used to process your application. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up the position of Board Member, we may also use this information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected from third parties or cross-reference it with other information held by us. We may also use or pass, to certain third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing and submitting your application you are confirming that you agree to the processing of personal data, including sensitive data, in accordance with our privacy standard and data protection legislation.

SECTION 7: DECLARATION

I have read the information provided in relation to this position, including the Board Member Application Information. In addition to the information requested, I have disclosed in my accompanying letter any other information which is relevant to my suitability as a public appointee – for example any convictions or bankruptcies or anything such as business interests or personal relationships which might lead to a question of a conflict of interest. I confirm to the best of my knowledge that the information I have provided is accurate and not misleading. I realise that failure to disclose relevant information or the provision of inaccurate or misleading information may result in an appointment being summarily terminated. Signature: _____ Date: _____	
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Closing date for application: 1200 hrs on Friday 23rd October 2026

Applications received after this date and time will not be considered.
Curriculum Vitae or other personal profile documents will not be accepted.

SEND YOUR COMPLETED APPLICATION MARKED 'TRUST BOARD APPOINTMENT' TO:

Mrs Gail Meeks, Inverness Harbour Trust, Harbour Office, Longman Drive, Inverness, IV1 1SU
or e-mail gail@portofinverness.co.uk

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