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**National Forest Company**

**Job Application Form**

**Job Title**: **Woodland Business Adviser (Reference: WBA/18)**

**Closing Date: 21 October 2018**

If you have any difficulty completing this form, alternatives, (eg large print) can be arranged. Please contact us on 01283 551211. If you are completing the form by hand, please write clearly in black ink.

**Our privacy notice for job applicants is provided at the end of this application form.**

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| --- | --- | --- | --- | --- |
| **1. Personal Details** | | | | |
| Surname |  | | Title |  |
| Forenames |  | |  | |
| Any other names by which you have been known | | |  | |
|  | | |  | |
| Permanent Address | | | Address for correspondence, if different | |
|  | | |  | |
| Postcode |  | | NI number |  |
| Daytime/Mobile Telephone Number | |  | | |
| Email |  | | | |
| Have you ever possessed any other nationality or citizenship? | | | | Yes/No |
| If ‘Yes’ please give details and dates | |  | | |
| Are you subject to immigration control? | | | | Yes/No |
| If ‘Yes’ please specify | |  | | |

Yes/No

Yes/No

If ‘Yes’ please specify

If ‘Yes’ please give details and dates

Are you subject to immigration control?

Have you ever possessed any other nationality or citizenship?

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| 2. Current Employment | | | |
| Current employer's name, address and type of business | Dates: From | To | State position held and give a brief outline of your responsibilities. |
|  |  |  |  |
| **Present Salary**  (show separately any bonuses or allowances received) |  | | |

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| **3. Career History - please give details of previous employment** | | | |
| Employer's name, address and type of business | Dates:  From | To | State position held and give a brief outline of your responsibilities. State reason for leaving. |
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| **4. Education and Qualifications** | | | |
| Secondary Education | | | |
| Dates:  From | To | School | Educational certificates gained  (specify level and subjects with grade obtained) |
|  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| Further/Higher Education | | | | | |
| Dates:  From | To | University, college or other Institution | Full or Part-time | Courses and subjects studied | Degrees (if with honours state class and division), Diplomas and certificates obtained |
|  |  |  |  |  |  |

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| Professional/other qualifications/training Please give details of any relevant professional or other qualifications, including training courses attended, publications/papers written. |
| **Training Courses Attended** |

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| **5. Post Criteria – Essential** |
| Please provide information (including examples) which demonstrate that you possess the **essential** experience, knowledge, skills and behaviours outlined in the person specification. |
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| **5. Post Criteria – Desirable** |
| Please provide information (including examples) which demonstrate that you possess the **desirable** experience, knowledge, skills and behaviours outlined in the person specification. |
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| **6. Further Information** |
| Please supply any further information you wish, to demonstrate which other personal qualities you think you would bring to this post. |
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| **7. Applicants with disabilities** | |
| |  | | --- | | **Do you consider yourself to have a disability as defined in The Equality Act 2010?**  **(Please refer to definitions below)** | | **YES/NO** |   Completion of this section is optional,  If ‘yes’ please complete Section below.  If ‘No’ please go straight to Section 9.  **The Equality Act Definition**  ‘A physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities’.  **Impairment**  The definition requires that the effects that an individual may experience arise from a physical or mental impairment. Physical impairment includes sensory impairments, such as those that affect sight or hearing. Mental impairment includes a range of impairments relating to mental functioning. Including what are often known as learning disabilities and other clinically recognised mental illnesses.  **Long-term**  This means an effect which:  • has lasted twelve months  • is likely to last for a period of at least twelve months; or  • is likely to last for the rest of the individual’s life.  **Substantial adverse effect**  This means that the disability must be more than trivial or minor. Recurring conditions are included such as Multiple Sclerosis and Epilepsy. Severe disfigurement is also covered.  **Normal day-to-day activities**  The Act says that there is only an effect on a person’s ability to carry out normal day-to-day activities if the impairment affects any of the following:  • mobility;  • manual dexterity;  • speech, hearing or sight;  • physical co-ordination;  • continence;  • ability to lift, carry or move everyday objects;  • memory, or the ability to concentrate, learn or understand; or  • perception of the risk of physical danger. | Certain conditions are specifically excluded from the coverage of the Act. These include:  • addiction to or dependency on alcohol, nicotine or any other substance (other than as a result of the substance being medically prescribed);  • seasonal allergic rhinitis (such as hay fever) except where it aggravates the effect of another condition  tendency to set fires;  • tendency to steal;  • tendency to physical or sexual abuse of other persons;  • exhibitionism; or  • voyeurism.  Disfigurements that consist of a tattoo (which has not been removed), non-metal body piercing, or something attached through such piercing, are treated as not having a substantial adverse effect on the person’s ability to carry out normal day-to-day activities.  It is your ability that will be assessed in any recruitment procedure nothing else. Candidates with disabilities will automatically be put forward to the final assessment stage provided they satisfy the minimum criteria.  To ensure we do not create any barriers in our selection process, and to help us implement our equal opportunities policy effectively, please let us know if you would like us to provide any particular assistance if you are invited for interview, such as:   * induction loop Yes/No * sign language interpreter Yes/No (please state type) * someone with you at the interview   (eg speech facilitator,  support worker) Yes/No   * car parking Yes/No * assistance in/out of a vehicle Yes/No * wheelchair access Yes/No * accessible toilet facilities Yes/No * keyboard for written tests Yes/No   (if selection test is appropriate)   * any other type of assistance Yes/No   (if yes, please specify)   |  | | --- | |  |   **If you have any other questions about your specific needs should you be selected for interview, or would like to give us more information, please get in touch.** |

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| **8. References** | | | |
| Give details of two referees whom we can approach. One **must** be from a senior representative of your present employer. References will only be sought when a position with the Company is to be offered.  Please state the nature of the relationship between you and the referee. | | | |
| Name |  | Name |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Tel No |  | Tel No |  |
| Email |  | Email |  |
| Relationship |  | Relationship |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **9. Other Information** | | | |
| In order for us to monitor the effectiveness of our methods of advertising and recruitment, it would be helpful if you could tell us how you first heard about this vacancy. | | | |
| National Forest website |  |  |  |
| Other |  | Please specify |  |

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| **10. Data Protection** |
| Unless otherwise stated, any personal data supplied on this form, or in connection with this  application, will be used by the interview panel members for selection purposes and may be  retained for auditing.  Should you be selected, the data will form part of your personal file and could feature as part of  future selection decisions.  To progress your application we may need to disclose the information we receive from you to  others (including other public bodies, central government departments or our authorised agents). |

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| --- | --- | --- | --- |
| **11. Personal Declaration** | | | |
| I declare that the information I have given in support of my application is to the best of my  knowledge and belief, true and complete. I understand that if it is subsequently discovered that  any statement is false, misleading, or that I have withheld relevant information, my application may  be disqualified or, if I have been appointed, I may be dismissed. | | | |
| Signature |  | Date |  |

You are advised to keep a copy of this form.

Please now complete the **Diversity Monitoring Questionnaire**

Please send your completed application and Diversity Monitoring Questionnaire to:

Angela Beech

National Forest Company

Enterprise Glade

Bath Yard

Moira

Swadlincote

Derbyshire

DE12 6BA

Or by email to: [abeech@nationalforest.org](mailto:abeech@nationalforest.org)

**Please mark your envelope or email subject header: ‘CONFIDENTIAL - followed by the reference number for the position provided on page 1 of this form.**

Please ensure you have the correct postage stamp on your application; failure to do so will cause a

delay in us receiving your application. Applications received after the closing date will not be

considered.

**Job Applicant Privacy Notice**

**Data Controller: National Forest Company (NFC)**

**Data protection officer:** Angela Beech, Director of Corporate Services [abeech@nationalforest.org](mailto:abeech@nationalforest.org)

As part of any recruitment process, the NFC collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

**What information do we collect?**

We collect a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration, including benefit entitlements;
* whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
* information about your entitlement to work in the UK; and
* equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

We collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

We will also collect personal data about you from third parties, such as references supplied by former employer. We may also collect information from employment background check providers and information from criminal records checks. We will inform you when we need to do this.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

**Why do we process personal data?**

We need to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage our recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, we may be obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

**Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

We will not transfer your data outside the European Economic Area.

**How do we protect data?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long do we keep data?**

If your application for employment is unsuccessful, we will hold your data on file for three months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further three months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file. The periods for which your data will be held will be provided to you in a new privacy notice.

**Your rights**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require us to change incorrect or incomplete data;
* require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
* object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
* ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Angela Beech abeech@nationalforest.org

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

**Automated decision-making**

Recruitment processes are not based solely on automated decision-making.

May 2018