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**National Forest Company**

**Job Application Form**

**Job Title**: **Administrative Support Officer (Reference: ASO 5/2021)**

**Closing Date: 12 noon Thursday 24 June 2021**

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) |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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. |
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| **5. Assessment Criteria (Essential)** |
| Please provide information (including examples) to demonstrate how you meet the ‘essential’ assessment criteria set out in the application pack, ie experience, knowledge, skills and personal qualities. |
|  |
| **6. Assessment Criteria (Desirable)** |
| Please provide information (including examples) to demonstrate how you meet the ‘desirable’ assessment criteria set out in the application pack, ie experience, knowledge, skills and personal qualities. |
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| **7. Guaranteed Interview Scheme and any other adjustments** |
| As part of its commitment to the Disability NFC operates a Guaranteed Interview Scheme for disabled applicants who meet the essential criteria as detailed in the job pack.  To be considered under the Guaranteed Interview Scheme, we would strongly encourage applicants to declare they have a disability and their application would be supported. Please declare below whether you have a disability, as defined by the Equality Act 2010:  ☐Yes  ☐No  ☐Prefer not to say  We want to make sure that all candidates can show their best self. Please do let us know if there is anything we can do to make sure that the assessment process works for you. |

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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).  The NFC job applicant privacy notice is available at: [www.nationalforest.org/about\_us/employ/jobapplicantprivacynotice.pdf](http://www.nationalforest.org/about_us/employ/jobapplicantprivacynotice.pdf) |

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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 by email to:**

**Louise Insley:** [**linsley@nationalforest.org**](mailto:linsley@nationalforest.org)

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

Or by post to:

Louise Insley (CONFIDENTIAL)

National Forest Company

Enterprise Glade, Bath Yard, Moira, Swadlincote, Derbyshire DE12 6BA

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.