# National Forest Company Job Application Form

**Job Title:** Administration Support Officer

**Reference:** AO 11/22

If you have any difficulty completing this form, alternatives, (e.g., 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 in Section 10 of this application form.**

## Personal Details

**Title:** Click or tap here to enter text.

**Surname:** Click or tap here to enter text.

**Forenames:** Click or tap here to enter text.

**Any other names by which you have been known:** Click or tap here to enter text.

**Permanent address:** Click or tap here to enter text.

**Address for correspondence, if different:** Click or tap here to enter text.

**NI number:** Click or tap here to enter text.

**Daytime/mobile telephone number:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**I confirm that I am a British or Irish Passport holder:** Choose an item.

**I confirm that I have the right to work in the UK through another route (e.g., eligible for settled or pre-settled status):** Choose an item.

## Current Employment

**Current employer’s name address, and type of business:** Click or tap here to enter text.

**Date from:** Click or tap to enter a date.

**Date to:** Click or tap to enter a date.

**State position held and give a brief outline of your responsibilities:** Click or tap here to enter text.

**Present salary (show separately any bonuses or allowances received:** Click or tap here to enter text.

## Career History

Please give details of your previous employment:

|  |  |  |  |
| --- | --- | --- | --- |
| Employer's name, address, and type of business | Date From | Date To | State position held and give a brief outline of your responsibilities. State reason for leaving. |
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## Education and Qualifications

### Secondary Education

|  |  |  |  |
| --- | --- | --- | --- |
| Dates From | Dates To | School | Educational certificates gained  |
|  |  |  |  |

### Further/Higher Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates From | Dates To | University, college, or other Institution | Courses and subjects studied | Degrees (if with honours state class and division), Diplomas and certificates obtained |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### Professional/other qualifications/training

|  |
| --- |
| Please give details of any relevant professional or other qualifications, including training courses attended, publications/papers written. |
|  |

## Assessment Criteria (Essential)

|  |
| --- |
| Please provide information (including examples) to demonstrate how you meet the ‘essential’ assessment criteria set out in the application pack, i.e., experience, knowledge, skills and personal qualities. |
|  |

## Assessment Criteria (Desirable)

|  |
| --- |
| Please provide information (including examples) to demonstrate how you meet the ‘desirable’ assessment criteria set out in the application pack, i.e., experience, knowledge, skills and personal qualities. |
|  |

## Guaranteed Interview Scheme and any other adjustments

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.

## 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.

### Reference 1

**Name:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Postcode:** Click or tap here to enter text.

**Telephone Number:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Relationship:** Click or tap here to enter text.

### Reference 2

**Name:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Postcode:** Click or tap here to enter text.

**Telephone Number:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Relationship:** Click or tap here to enter text.

## 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: Click or tap here to enter text.

## 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](file:///C%3A%5CUsers%5Cabeech%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C8T01WWZ1%5Cwww.nationalforest.org%5Cabout_us%5Cemploy%5Cjobapplicantprivacynotice.pdf)

## 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:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

## Return

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:**

**Lucy Warren:** **lwarren@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:

Lucy Warren (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.