

For official use only

Ref. No. _____
Date rec'd _____
Ackn'ged _____
Eligibility _____
Disability _____



Job application

Please enter the details of the job for which you are applying

Job applied for: _____ Ref No. _____

Location of job: _____

IMPORTANT

Before completing this form, please read carefully the job description and the sheet entitled "General Information for Job Applicants".

Personal details

1. Name

(In BLOCK LETTERS)

Title (tick appropriate box) Mr Mrs Miss Ms Dr Other _____

Forenames _____

Surname _____

2. Contact details

(In BLOCK LETTERS)

This should be the address to which any correspondence is to be sent

Address _____

Postcode _____

Telephone no. Day _____
(incl. dialling code)

Mobile/evening _____

E-mail address _____

3. Nationality

NOTE:
If you are appointed, documentary evidence will be sought to confirm your status

Nationality at birth: _____

Nationality now *(if different)* _____ **Yes** **No**

Are there restrictions on your continued residence/employment in the UK?
(if YES give details below)

Are you subject to immigration control? *(if YES give details below)*

Are you unlawfully resident in the UK? *(if YES give details below)*

If you are a non-UK or non-EU citizen do you have the necessary work visa?
(if NO give details below)

Use a separate sheet of paper if necessary

4. Driving

Can you drive a motor vehicle? **Yes** **No**

Do you hold a full, current driving licence that allows you to drive in the UK?

Education

Give details of qualifications you have gained, or expect to gain, during your time in secondary education.

5. Secondary education

Examining Board	Title of qualification	Level	Grade	Date taken

Give details of further educational establishments you have attended, any qualifications you have gained, or expect to gain, during your time there and the dates you attended.

6. Further education

Further educational establishments attended			
<i>Please give the name and address of any university, polytechnic, college etc. that you have attended.</i>	Full time or part-time	From	To

Qualifications gained	
<i>Please give the title of the degree (with class and division), diploma or other qualification gained</i>	Date awarded

Membership of professional bodies
<i>Please give details of any professional body to which you belong, any examinations taken and the level of performance which you attained.</i>

7. Disability

The Forestry Commission is an equal opportunities employer and guarantees to interview anyone with a disability whose application meets the essential criteria for the post. By 'essential criteria' we mean that you must provide us with evidence in your application form which demonstrates that you meet the level required for each competency, as well as meeting any of the qualifications, skills or experience defined as essential.

If you have a disability within the meaning of the Disability Discrimination Act 1995 and wish to be considered under the guaranteed interview scheme, please tick the box on the right.

If you require any special arrangements to be made for you if you are invited to attend for interview, please give details on a separate sheet:

NB Where driving is stated as a requirement for a post, the Forestry Commission is willing to consider any proposals put forward by disabled applicants, whose disability prevents them from driving, that would allow them to do the job by another means. Please give details on a separate sheet.

Present and previous employment

Give details of all employment that you have had over the last ten years, starting with your present job and working back. Give the name and address of the employer, the dates that you worked for them, the type of work, the position held, the salary and your reason for leaving or wanting to leave. Use a continuation sheet if necessary. For each employer, give a contact name for references and an e-mail address.

8. Present employment

Name and address of current employer (or last employer if currently unemployed)	From	To	Type of work , position held etc.
Reason for leaving etc.:			Salary:
Name of person to contact for references:			
E-mail address:		Tel. No.:	

May we contact your present employer for a reference now? Yes No

9. Previous employment

Name and address of previous employers.	From	To	Type of work etc.
Name of person to contact for references:			
E-mail address:		Tel. No.:	

Name of person to contact for references:		
E-mail address:		Tel. No.:

10. Time not accounted for above

From	To	Details

11. Previous Civil Service experience	From	To	Details

12. Personal referees <i>Please give details of a personal referee</i>	Name, address and postcode of personal referee	
	E-mail address:	Tel. No. :

13. Fitness for the job	Qualifications, skills, abilities and experience required
	<p><i>You have been provided with information about the job and the necessary qualifications, experience, skills and abilities we are looking for. On a separate sheet and using the different category headings shown in the "Qualifications, skills abilities and experience required" section, we would like to hear more about you and what you can bring to this job. Under each separate heading, please give examples which illustrate your successful application of a skill. While your opinions and theories on the various categories may be of interest, they are not sufficient on their own as evidence of the practical application of these skills.</i></p> <p><i>It is important that you follow the above instruction carefully. It will not be enough simply to enclose your CV, although a CV will be accepted as a source of additional information.</i></p> <p>NB</p> <p><i>Please complete the above on a separate sheet(s) of paper and include it with your completed application form</i></p>

14. Advertising	<p>It would help us if you could indicate where you first saw this position advertised.</p> <p>NB <i>If you saw the advert first in a newspaper and then looked up the details on our website then the correct response to the question would be "a newspaper or publication"</i></p> <p>A newspaper or publication <input type="checkbox"/> The Forestry Commission's website <input type="checkbox"/></p> <p>A commercial recruitment website <input type="checkbox"/> Job Centre Plus <input type="checkbox"/></p> <p>A Forestry Commission employee <input type="checkbox"/> Other: (please give details below) <input type="checkbox"/></p> <p>Which newspaper, website or other place - give details? _____</p>
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15. Declaration	<p><i>I declare that the information that I have given in this application form, and in any additional material supplied in support of my application, is true to the best of my knowledge. I understand that if I have supplied information that I know to be false I will be liable to disqualification, or dismissed, if I am employed as a result of giving false information.</i></p> <p>Signature: _____</p> <p>Date: _____</p>
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