

# General information for candidates

## Eligibility

### **Equality of opportunity**

It is the policy of the Forestry Commission that all eligible persons shall have equal opportunity for employment and advancement in the Commission on the basis of their ability and qualifications and fitness for the work.

### **Health Standard**

For a permanent appointment, you must be able to give regular and effective service for at least 5 years. If you are successful at interview, you will be asked to complete a health declaration. Should it be necessary, we will seek an opinion from our occupational health advisors.

### **Disclosure & Rehabilitation of Offenders**

Under the Forestry Commission's Child Protection policy, successful candidates for posts that include responsibilities involving children, will be subject to disclosure through either the Criminal Records Bureau or Disclosure Scotland. The Forestry Commission has a written policy on the rehabilitation of offenders which is available on request. Having a criminal record need not be a bar to employment in the Forestry Commission..

### **Degrees**

When a degree is specified as an entry requirement, the term means a degree or a comparable qualification awarded by a University in the UK or the Republic of Ireland or by the Council for National Academic Awards (CNAA). An overseas qualification is acceptable only if the Commission is satisfied that it is fully comparable with the required UK degree.

### **Nationality**

Most posts in the Forestry Commission are in the "non-reserved" category and are open to UK and EU nationals and to Commonwealth citizens. Reserved posts are open only to UK nationals. Under certain exceptional circumstances, some individuals outside these main groups may be considered for appointment. If you wish to check your eligibility please look at the nationality requirements page on the Civil Service Recruitment website - ([www.careers.civil-service.gov.uk](http://www.careers.civil-service.gov.uk)). Entry to the United Kingdom is controlled under the Immigration Act 1971. Everyone who does not have the right of abode is subject to immigration control. You should check whether there are any restrictions on your stay in the UK or your freedom to take or change employment, before you apply for a post.

## References

Should you be successful at interview, the Commission will ask your present employer, any previous employers and where appropriate, an academic referee for reports on your experience and suitability for appointment. If you have had only a single employer in the last five years, or have just graduated, we will also seek a personal reference

## Conditions of service

The enclosed job description gives details of pay, annual leave etc. for this post. Various conditions of service and other matters which apply generally are described overleaf.

### Relocation Expenses

New entrants are expected to pay their own relocation expenses in taking up their first post.

### Outside Activities

As a civil servant, you may not take part in any activity which would in any way conflict with the interests of the department or be inconsistent with your official position. Subject to these conditions, work of a minor or short-term nature (for example, vacation work or work after hours) is normally allowed, provided you seek your department's prior permission. There are also restrictions, dependant on your grade and type of work, on involvement in national and local political activities. Further information may be obtained from the Commission.

### Retirement

The normal retirement age is 65.

### Family Responsibilities

Arrangements to help staff who wish to combine raising a family with a career in the Forestry Commission include opportunities for part-time work, flexible working hours, possibilities of unpaid leave, paid maternity leave and career breaks. For those who resign to bring up a family, there are opportunities for rejoining and retraining. (See also Reinstatement). These arrangements are mostly at the Commission's discretion and are subject to the needs of the work at any particular time.

### Reinstatement of Previous Forestry Commission/Civil Service Employees

If you were previously a permanent civil servant, had completed at least one year's satisfactory service and left under acceptable circumstances then you may be eligible for reinstatement at the Forestry Commission's discretion.

Information about the rewards and benefits that are on offer as an employee of the Forestry Commission are shown under [Rewards](#)