

Application form

All information given in this application will be treated in confidence. If you need assistance in completing this form, please contact us at the above address as soon as possible. **The form will be photocopied, so please use blue or black ink to complete it.** Continue your answers on separate sheets where necessary, clearly marking which section the information belongs to.

Post title:	Post No:
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<p>Personal details</p> <p>Title:</p> <p>Surname:</p>	<p>Full forenames:</p> <p>Known as:</p>
<p>Contact address:</p> <p>Daytime tel no:</p> <p>Mobile tel no:</p> <p>Email address:</p> <p>(NOTE: By supplying your e-mail address you agreeing to be contacted by this method. Please see the Contact Information at the end of this application.)</p> <p>Home address if different from above:</p>	

If you are offered an interview, you will be asked if you require special adjustments to the arrangements in relation to any disability. You may bring to our attention any adjustments you feel may be necessary for the interview or the job, and should do so on a separate sheet of paper.

Educational & Professional Qualifications

If the job advertisement requires a specific qualification you should note here how you meet that requirement. You will be asked to provide evidence of your qualifications if invited to interview.

Name of qualification, subject, date awarded and the school or university attended.

Employment History (include any relevant voluntary work and/or work experience)

Present or most recent employer to be shown first:

Name & address of employer, type of business	Position held, main duties	From/To	Reason for leaving
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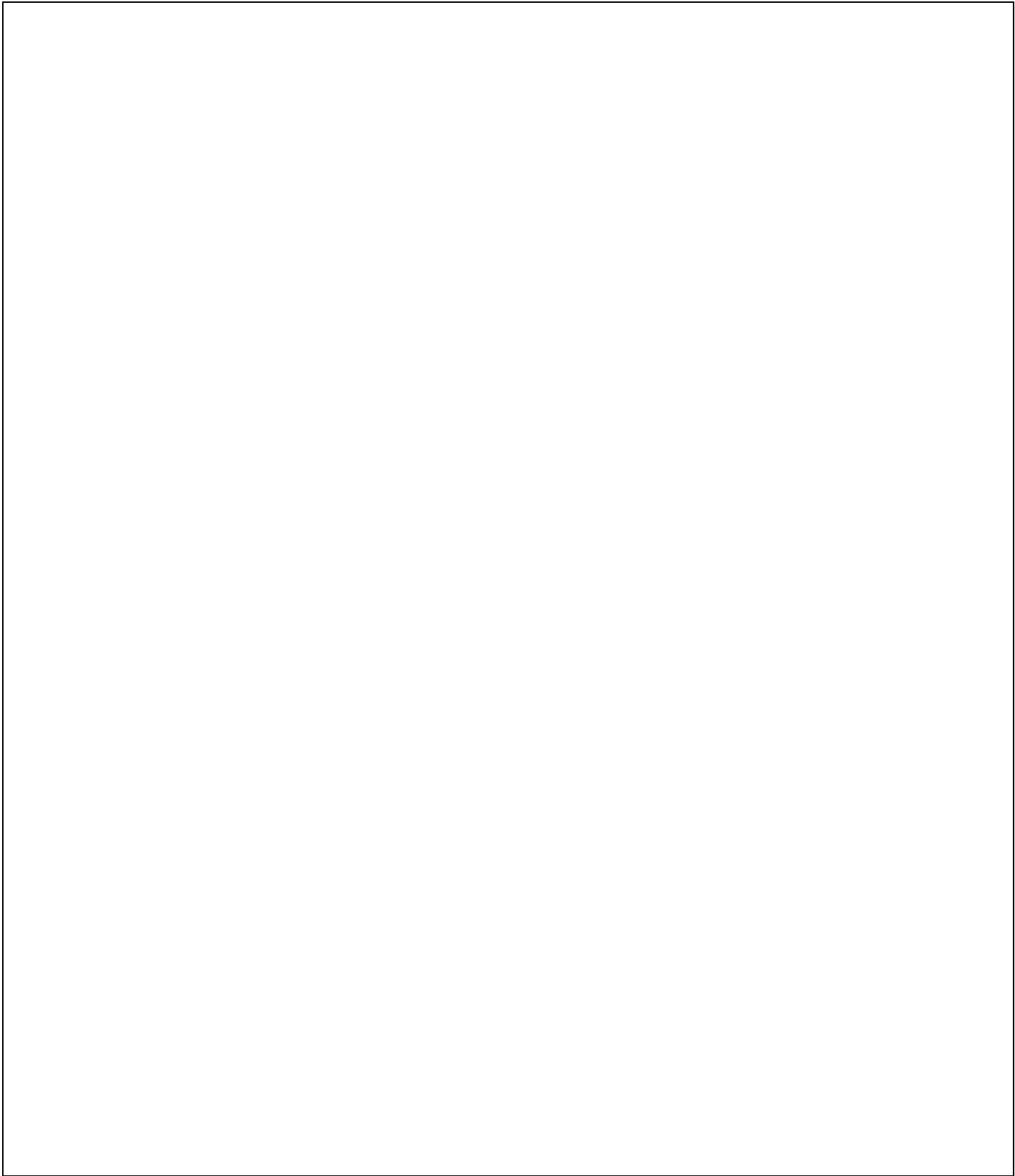
Current Salary:

Competencies

Applicants will be required to demonstrate the specialist, technical and core competencies (skills, knowledge and behaviours) as listed in the post details. The post-holder will be expected to have those marked 'Essential' at the outset, whilst those marked 'Desirable' can be developed whilst in post.

Specialist and technical skills – Enter a statement (250 words or less for each skill) describing how you meet each of the specialist and technical competencies required.

Core – Enter a statement (250 words or less for each competency) against each of the stated core competencies describing your skills and experience. Please see notes for further guidance



Work permit

Do you need a work permit to work in the UK?

Yes No

If you need to hold a work permit to work in this country, you will need to provide it before starting work for the Joint Nature Conservation Committee Support Co.

References

Please give us the **Name, Position and contact details, including a full postal address and an email address**, of at least one employer referee whom we can contact **now**. If possible, the referee should be your present, or most recent employer. References should cover a period of at least **three** years, so more than one may need to be supplied. If you have been in full time education we will accept an academic referee in place of an employer. Please do not use a relative as a referee.

Employer/Academic referee* *(delete as applicable)	Character referee

Interview arrangements

Please indicate any dates when you would **NOT** be available for interview. We cannot guarantee to avoid these dates, but will endeavour to do so. Interviews are normally held within a month of the closing date.

Dates **NOT** available

Where did you see this job advertised?

Please tick the appropriate box:

- Publication (please specify)
.....
- Environment Job
- Environment Jobs
- Stop Dodo
- Green jobs
- Bob Earll CMS
- Other Internet (please specify)
.....
- Other (please specify)
.....

Reasons for applying and career aims.

Other information

Please provide any other information that you feel is relevant to your application.

Data Protection Act

The Joint Nature Conservation Committee Support Co will retain a copy of this application form for at least six months, to enable us to deal with enquiries about your application.

Declaration

If you have given any information which you know is false, or if you withhold any relevant information, this may lead to your application being rejected, or, if you have already been appointed, your dismissal.

I declare that the information I have given is, to the best of my knowledge and belief, true and complete.

I understand that if appointed, I will be required to provide necessary information to enable a personal file and computerised record to be set up.

Signature Date.....

Please note:

Please ensure that you have completed the separate Equality & Diversity Questionnaire and enclosed it with your completed application form.

Contact information

As a public funded body, the JNCC Support Co is committed to saving costs and, where possible, we will be communicating with candidates and referees by e-mail. If you do not have a secure email address, or you do not know your referees' email address, we will continue to use ordinary mail.

Where an application is received by post we will acknowledge receipt if you supply a **stamped**, self addressed, postcard.

If you do not hear from us within three weeks of the closing date of the post for which you have applied, I regret that you should assume that your application has been unsuccessful. You are welcome to call us and check if you are concerned that correspondence may have gone astray.