

Application Form

When you have completed this application form please return it to:

recruitment@jncc.gov.uk

Or post to: HR, Monkstone House, City Road, Peterborough, Cambridgeshire, PE1 1JY

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 Number	

Personal Details			
Forename(s)			
Surname		Known as	
Address			
Phone Number			
Email Address			

<p>Please choose one of the following declarations:</p> <p><input type="checkbox"/> I have the right to work in the UK</p> <p><input type="checkbox"/> I require a Work Permit or Visa for employment in the UK</p>

Education and 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

Company Name and Address	Job Title and Main Duties (most recent first)	Dates of Employment and Salary	Reason for leaving

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

Further Information

Reasons for applying and career aims

Other information

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

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 one option

- JNCC Website
- JNCC Facebook Page
- Civil Service Jobs
- Environment Job
- Environment Jobs
- Stop Dodo
- Bob Earll CMS
- Publication, please specify _____
- Other, please specify _____

Applicant 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.

Signature _____ Date _____

JNCC treats personal data collected during the recruitment process in accordance with its Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our [privacy notice](#).