



Monkstone House
City Road
Peterborough
Cambs PE1 1JY
(44) 01733 562626

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 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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Personal details	Full forenames:
Title:	Known as:
Surname:	
Contact address:	
Daytime tel no:	
Mobile tel no:	
Email address: (By supplying this information you agree to be contacted by this method. Please see the contact information.)	
Home address if different from above:	

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 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

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:

Competency profile – please refer to the notes supplied for guidance on completing this section

Competency:

Competency:

Competency:

Competency:

Competency:

Competency:

Competency:

Competency:

Competency:

Driving licence

The Post may require a full European driving licence.
If so, do you hold one?

Yes No

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, if available**, of two referees whom we can contact **now**. If possible, one referee should be your present or a recent employer, and one a character referee. 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

An interview date is normally quoted in our job description. If one has not been given, and you are aware of dates that you will not be able to attend an interview within one month of the closing date, please give details. If you are selected for interview we will endeavor to avoid these dates but, for operational reasons, may not be able to do so.

Dates you are **not** available:-

Where did you see this job advertised?

Please tick the appropriate box:

- Publication (please specify)
- 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:

If you have completed this form electronically and intend to submit it by email, could you please ensure that you split the pages in such a way that the equal opportunities monitoring page appears as a completely separate sheet from the rest of the 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 email. 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.

EQUAL OPPORTUNITIES MONITORING

The JNCC Support Co is committed to providing equal opportunities for all irrespective of their sex, sexual orientation, marital status, disability, race, colour, religion, nationality, ethnic or national origin. To ensure our policy is working we need to gather information on each applicant. *This page is detached before the post is shortlisted, is for monitoring purposes only and is not made available to the interviewing panel.* Could we please ask you therefore to provide the following information, marking an X in the relevant box where requested.

POST(S) APPLIED FOR

Post reference _____ Post Title _____

Post reference _____ Post Title _____

ETHNIC ORIGIN

Please indicate which group best describes your ethnic origin or descent

White	<input type="checkbox"/>	Indian	<input type="checkbox"/>		
Black/Caribbean	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Other Asian	<input type="checkbox"/>
Black/African	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Other	<input type="checkbox"/>
Black/Other	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	(Please specify) _____	

DISABILITY

The Disability Discrimination Act 1995 defines a disabled person as someone who has “a physical or mental impairment which has a substantial and adverse long term effect on their ability to carry out normal day-to-day activities.” Taking this statement into account please indicate if you consider yourself to be disabled.

Yes No

If you do consider yourself to be disabled please ensure that the Personnel section is advised of any special facilities or practical arrangements we can make to help you through the recruitment process. Please give details below or contact us on 01733 866890.

GENDER

Male Female

AGE

Date of Birth _____ Age _____

WHERE DID YOU FIND OUT ABOUT THIS POST?

Thank you for providing the above information.