# NEW FOREST NATIONAL PARK AUTHORITY



**Confidential Application Form**

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| Position applied for: | **Post number: P0** |

### All information will be treated in confidence. Every question must be answered. This application form will be seen by those involved in the recruitment process. The boxes in each section can be expanded to suit.

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| **Personal Details** |  |
| Surname | Title (DR, Mrs, Ms, Miss, etc) |
| First Name(s) | Name Used |
| Address | Mobile Tel No |
|  | Home Tel No |
| Postcode | Email |
| National Insurance No | May we contact you via email? |

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| **Education and Qualifications** | |  | |  |
| School, colleges, universities attended | | Qualifications obtained | | Grade |
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| Professional or other qualifications, membership of Professional Institutions and any other further training or achievements. | | | | |
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| **Current or Most Recent Employment** |  |
| Employer: | Reason for leaving/looking to leave: |
| Address (including post code): | Post held: |
|  | Current Salary: |
|  | Date of appointment: |
|  | Notice period required: |
| Main Duties (bullet points):   | |
| Are you intending to continue with additional employment if appointed? If so, please give details: | |

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| **Previous Employment** |  |  |
| Employer (most recent first) | Post held and brief description of duties | How long were you there? |
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| **References** |  |
| Two references are required, one of which should be your present or last employer. Please state what the person’s connection is with you. | |
| Name: | Name: |
| Designation / job title: | Designation / job title: |
| Company / organisation (if applicable): | Company / organisation (if applicable): |
| Telephone Number: | Telephone Number: |
| Email: | Email: |
| Fax Number or full postal address (if no email available): | Fax Number or full postal address (if no email available): |
| Connection: | Connection: |
| ***Referees will only be contacted when an offer of employment is made and accepted*** | |

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| **Health (all information will be treated in confidence)** |  |
| **Some posts may require successful candidates to complete a medical questionnaire upon appointment** | |
| **Disability** |  |
| The Authority is committed to employing people with disabilities.  A disabled person is described by the Equality Act “someone with a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities”. | |
| We will guarantee an interview to people with a disability who meet the minimum skills, experience and qualifications for the post. Are you claiming a guaranteed interview due to your disability?  Yes No | |
| What can the Authority do to help you attend for interview? | |

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| **Other Information** |  |
| Are you related to or closely associated with a Member or employee of the Authority? | |
| If yes, please give details: | |
| Do you have a current driving licence? | |
| Are you a car owner? | |

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| **Rehabilitation of Offenders** |  |
| Your attention is drawn to the provision of the Rehabilitation of Offenders Act 1974 in answering the following questions. You do not need to reveal convictions that are “spent”, unless the post is one which involves working with vulnerable people in which case all convictions must be revealed. **A criminal record check will be carried out for any person appointed to a post which has substantial access to children, vulnerable adults or young people with special needs, as determined by the Job Description. This will be done after selection but before the appointment is confirmed.** | |
| Have you ever been convicted of an offence (other than minor driving convictions)? | |
| If yes, please give details of convictions(s) and date(s) | |

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| **Additional Information** |  |
| Please make full use of this section to provide information to support your application. Include any relevant experience and skills which you feel will help us to make a decision about your suitability for the post. You should refer to the job description and person specification. Please continue on a separate sheet(s) as necessary. This section to be a maximum of 2 sides of A4 in total. | |
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| **Training and development** |  |
| We are committed to providing training for employees to carry out their job fully. Having looked at the job description, in which areas do you feel you may need further training and development? | |
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| **Declaration** |  |
| I declare that the above information is true and correct and may be treated as part of any subsequent contract of employment. (A signature is not required at this stage for electronic applications). | |
| **Signature Date** | |
| **Note: You will be disqualified, or if appointed may be dismissed if you provide misleading or false information; or directly or indirectly canvass existing Authority employees or Members.** | |

**Important additional information concerning Rehabilitation of Offenders and Data Protection**

**This page must be signed and submitted with your application**

### Rehabilitation of Offenders

The New Forest National Park Authority aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are ‘spent’ under the Rehabilitation of Offenders Act 1974. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

### How we will use your information

We need to collect, process and keep your personal information to enable us to facilitate the recruitment process. In accordance with the General Data Protection Regulation 2016 and the Data Protection Act 2018, during the recruitment process your personal information is stored securely and access to this information is limited to only those involved in the recruitment process. If your application is unsuccessful your information will be deleted within 6 months, in accordance with our retention schedule, however if you are offered and accept a role with the NPA your information will be transferred to and held on your personal file (more details will be given in your contract of employment).

You have a number of rights, one of which is the right to access your personal file. Should you wish to find out more about your information rights and how we use your information please contact Jo Murphy, Information and Data Protection Officer, at [jo.murphy@newforestnpa.gov.uk](mailto:jo.murphy@newforestnpa.gov.uk) or 01590 646653.

More information is available in our privacy policy and information policy on our website at [www.newforestnpa.gov.uk/privacyandcookies.](http://www.newforestnpa.gov.uk/privacyandcookies)

**Declaration**

I declare that all the information contained in my application is true and correct and may be treated as part of any subsequent contract of employment. I understand that the data I have provided will only be seen by the relevant directorate personnel representative, recruiting manager and personnel services.

I also understand that in the event of securing the appointment my application will remain on file for the duration of my employment and information from this form may be computerised for administration purposes in accordance with the General Data Protection Regulation 2016 and the Data Protection Act 2018.

Signed:

Date:

Print Name:

## Rehabilitation of Offenders Act 1974 Guidance Notes

Under the Rehabilitation of Offenders Act 1974, you do not need to provide details about previous convictions which are ‘spent’. A conviction becomes ‘spent’ after a certain length of time which changes depending upon the sentence and your age at the time of conviction.

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| Examples are: | | |
| Sentence | Age 18 or over when convicted | Under 18 when convicted |
| 6 months to 2 ½ years imprisonment | 10 years | 5 years |
| Less than 6 months imprisonment | 7 years | 3 years |
| Borstal Training | 7 years | 7 years |
| A Fine or Community Service Order | 5 years | 2 years |
| Probation Order, Conditional Discharge, or Bind Over | 1 year (or when order expires) | 1 year (or when order expires) |
| An Absolute Discharge | 6 months | 6 months |
| Detention Centres | 3 years | 3 years |

Note: If a person is sentenced to more than 2 ½ years in prison, their conviction can never become ‘spent’.

Any information given will be treated as confidential and used only in connection with this application.

An offer of employment may be withdrawn or dismissal may result if previous convictions for ‘unspent’ criminal offences are not disclosed.

If you have any doubts about whether you have to declare a previous conviction, you should contact your local Probation Office, Citizens Advice Bureau or your Solicitor.