# NEW FOREST NATIONAL PARK AUTHORITY

**Confidential Application Form**

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| **Position applied for: Work Experience Placement** |

**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. Examples are given in red. You are welcome to delete these when completing the form.**

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| **Personal details** |  | | |
| Surname |  | Contact telephone no |  |
| First Name(s) |  | Email |  |
| Preferred name (if different to first name) |  | Preferred method of contact |  |

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| **Education and qualifications** |  | |
| Educational establishment attended | Qualifications | Grade (predicted/obtained) |
| Example School | GSCE English | Predicted 7 |
| Other qualifications, further training, achievements or memberships | | |
| Example: Sports award for representing Example school in Netball  Example: Member of Board games club | | |

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| **Previous employment or volunteering** |  | |
| Organisation (most recent first) | Role held and brief description | How long were you there? |
| Example organisation | Volunteered with [Example organization] as part of my Bronze Duke of Edinburgh award. I organized/planned/delivered [Example activities]. | 3 months |
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| **Disability** |  |
| We are committed to employing people with disabilities. A disabled person is described by the Equality Act 2010 as “someone with a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry our normal day to day activities”.  Please tell us if there are any ‘reasonable adjustments’ we can make to help you either in interview or the role? | |
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| **Additional information** |  |
| Please make full use of this section to provide information to support your application. Include any relevant experience, skills and interests which you feel will help us to make a decision about your suitability for the post. This section to be a maximum of 1 sides of A4 in total. | |

Example: I am a hard-working student currently studying [Example]. My interest in [Example] began when [Example]. Beyond my studies, I am involved in [Example]. This has developed my skills in [Example].

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| **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 recruiting manager, recruitment personnel and those conducting the shortlisting process.  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.  (A signature is not required at this stage for electronically submitted applications). | | | | |
| **Signed:** |  | | **Date:** |  |
| **Print name:** |  | | | |