

**NRW Application Form – Unpaid Placement**

This form is available in Welsh and English

**Placement applied for**

|  |  |  |
| --- | --- | --- |
| Placement number |  |  |
| Placement title |  |  |

**Personal details**

|  |  |
| --- | --- |
| Full name |  |
| E-mail address |  |
| Telephone number |  |
| Address |  |
| Name of school/college/university  (if in full-time education) |  |
| Address of school/college/university |  |
| Do you have a full current UK car driving licence? | Choose an item. |

**Communication**

As a bilingual organisation we use both Welsh and English in our work.

|  |  |
| --- | --- |
| What is your preferred language for communicating with us? | Choose an item.  Click or tap here to enter text. |

**Experience**

In this section you can tell us about your relevant experience, including paid employment, voluntary work and work experience. Please list these with the most recent first. Click on the + square in the last box to add a new row.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date from** | **Date to** | **Name of employer** | **Brief description of experience** |
| Click or tap to enter a date. | Click or tap to enter a date. |  |  |

**Qualifications**

In this section you can tell us about your relevant qualifications. Please include the most recent first. Click on the + square in the last box to add a new row.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Qualification** | **Education provider** | **Level** |
| Click or tap to enter a date. |  |  |  |

**Training/Continuing Professional Development**

In this section you can tell us about any relevant Training and Continuing Professional Development learning. Click on the + square in the last box to add a new row.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Training provider** | **Course description** | **Level/Result** |
| Click or tap to enter a date. |  |  |  |

**Personal statement**

# Please refer to the Placement Description where you will find the purpose of this placement and the key tasks, qualifications or knowledge needed. Please answer the following questions to tell us more about yourself and how you meet these requirements. Your answers will help us shortlist applications.

|  |
| --- |
| **Why do you want this placement?** (word limit 250) |
|  |

|  |
| --- |
| **What do you have to offer for this placement? You can tell us about your skills, experience, qualities and strengths** (word limit 250) |
|  |

|  |
| --- |
| **What are you hoping to gain from this placement?** (word limit 250) |
|  |

|  |
| --- |
| **Are there any skills you would like to learn or develop during the placement?** (word limit 250) |
|  |

**Disability**

|  |
| --- |
| Natural Resources Wales operates a “two ticks” guaranteed interview scheme for anyone with a disability as defined in the Equality Act 2010. The Act defines a disabled person as someone who has a mental or physical impairment that has a substantial and long term adverse effect on the person’s ability to carry out a normal day to day activities.  If you confirm that you have a disability, and we consider that you meet the minimum criteria for the placement, you will be guaranteed an invite to interview. |
| **Please tick to confirm if you consider yourself to have a disability as defined above and want to apply under the guaranteed interview scheme.** |

# **Declaration**

|  |  |
| --- | --- |
| **I declare that the information I have given is to the best of my knowledge and belief true and complete.** | |
| Signature(print your name) |  |
| Date | Click or tap to enter a date. |

# **Retention of information**

The information on this form will be held and used by Natural Resources Wales in accordance with the provisions of the General Data Protection Regulation and all relevant subsequent legislation. If you have any further queries or concerns, please contact [Dataprotection@naturalresourceswales.gov.uk](mailto:Dataprotection@naturalresourceswales.gov.uk)

For further information on the processing of your personal details please see the [Privacy Notice page](https://naturalresources.wales/footer-links/privacy-notice/?lang=en) on our website.

# **Submitting your application**

Thank you for your interest in Natural Resources Wales.   
  
Please send your completed Application Form and Equalities Monitoring Form to [Placements@naturalresourceswales.gov.uk](mailto:Placements@naturalresourceswales.gov.uk) by the closing date, using the placement number as a reference.

Due to the high number of applications we receive for placements, we can only reply to those applications that have been successful. If you do not hear from us within four weeks of the closing date, you have not been successful this time. Successful applicants will be contacted by the placement manager to discuss what happens next. This could be an email, phone call or an invitation to an informal interview.

# **Further information**

For further information about the placement, please contact the Placement Manager.