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| --- |
| Post applied for (number and title): |
| Are you applying for this post? Choose an item.  Please provide details: |
| What originally prompted you to apply for this position (please tick below)?  I regularly check vacancies on your own website  Advert on another website attracted me (please specify)  Advert in a publication attracted me (please specify)  Other (please specify) |

## Personal details

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| --- |
| Surname (block letters): Forenames (In full): |
| Have you been known by any other name? If yes, please detail: |
| Title: |
| Email address for communication:  Telephone number for communication:  Address for communication if no email address available: |
| Do you require a work permit in order to work in the UK? Choose an item. |

## Employment

Please give details of all jobs held including part time and unpaid work up to the last ten years (if applicable) and any other relevant work experience, starting with the most recent. Please include voluntary work and periods of unemployment.

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| --- | --- | --- | --- |
| Name and address of employer | Dates from – to including month/year | Title of post and description of duties | Reasons for leaving |
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## Information about how well you meet our requirements

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| Do you have a full current UK/EU car driving licence? Choose an item. |

## Welsh Language skills

Please select below the level that you think best demonstrates your ability to communicate through the medium of Welsh.

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| Spoken Welsh Choose an item.  Written Welsh Choose an item.  What is your preferred language for interview? Choose an item.  Refer to the [candidate guidance](https://naturalresources.wales/about-us/jobs-and-placements/jobs/guidance-on-completing-a-job-application-form/?lang=en) for more information on interview structure. |

## Essential Requirements for the role

In referring to the Role Description for this post, please select below the level that best describes your level of knowledge and qualifications:

|  |  |
| --- | --- |
| Essential Knowledge and skills | Fully met/ Not met |
| Qualifications | Fully met/ Not met |

## Additional information

|  |  |  |
| --- | --- | --- |
| Have you ever worked for this organisation before? | Choose an item. | If you’ve answered “Yes” please give more detail here: |
| Are you related to or do you have a close personal relationship with anyone who is currently employed by Natural Resources Wales | Choose an item. | If you’ve answered “Yes” please give more detail here: |
| Do you or anyone close to you have any business or other interests, including membership or affiliation of any political party or other organisation, which could be considered as a conflict with the duties and responsibilities of this job? | Choose an item. | If you’ve answered “Yes” please give more detail here: |

## Please explain below, why are you particularly interested in working for NRW and what motivated you to apply for this role?

(Please limit this section to 100 words)

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## What you bring to the role

Please read the whole of the Job Summary and Role Description and outline your suitability for the role, providing evidence and examples around the competency areas listed in the Job Summary. Please note that you should only complete the boxes for the competencies listed, any additional information provided will not be considered.

Please note the word count and it is for you to decide how this is allocated when presenting your evidence. **Word count limit maximum 2000 words (Please note**: Any words over 2000 will not be considered**)**

**Essential Knowledge and Skills**

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**Evaluation of Information**

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**Decision Making Autonomy**

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| --- |
|  |

**Impact**

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|  |

**Communications & Relationships With Others**

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**Responsibility for People**

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**Responsibility for Resources**

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## Retention of information

If you pass the sifting bar, we will keep your application details on file for 12 months, so that you may be considered for similar jobs. Please indicate if you agree to this: Choose an item.

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 the Data Protection team at: [dataprotection@naturalresourceswales.gov.uk](mailto:dataprotection@naturalresourceswales.gov.uk).

For further information on the processing of your personal details please see our Privacy Notice Page at [www.naturalresources.wales/privacy](http://www.naturalresources.wales/privacy)

## References

Please give the name, address and telephone number of at least two referees. We will contact these referees following the interview, and if you are the preferred candidate.

|  |  |
| --- | --- |
| Current or most recent employer and email address: | Second Reference and email address: |

## You must print your name and date this form.

I declare that the information I have given is to the best of my knowledge and belief true and complete.

Name/Signature:

Date

NOTE: You should satisfy yourself that you are eligible before you apply. If you are successful at interview a complete enquiry into your eligibility and qualifications will be made. If you are uncertain about any aspect of your eligibility, please consult the Recruitment Team. If you give 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, to your dismissal.

## Disability



Natural Resources Wales operates a “disability confident” guaranteed interview scheme for anyone with a disability as defined in the Equality Act2010. 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 role, you will be guaranteed an invite to interview for the position.

**Please indicate whether you consider yourself to have a disability as defined above and want to apply under the guaranteed interview scheme.**

Choose an item.

## Equalities Monitoring Form Recruitment

NRW will use and store the information provided by you in line with the GDPR

For further information about how NRW processes personal data and your rights please see our [privacy notice](https://naturalresources.wales/footer-links/privacy-notice/?lang=en) on our website.

We are committed to Equal Opportunities. We wish to ensure that all applicants are treated fairly and appointed solely on their suitability for the post irrespective of race, gender, age, disability, caring responsibilities, sexual orientation, marital or civil partnership status, beliefs or non-beliefs.

To help us measure how effective we have been in communicating with and attracting a diverse range of people to work with, you are requested to complete and return this form.

We know that some people would rather not complete diversity forms - either because they fear the information will be misused, or because they consider some of the questions to be highly personal. We would like to put your mind at rest. We can assure you that the information being given is kept separately from the information used in recruitment decisions.

The information will not be used to influence recruitment decisions. All information is strictly confidential, PURELY for statistical purposes and to ensure that policies are being applied fairly; it will only be shared with a restricted number of authorised personnel.

We will not discriminate against individuals who decide not to complete the form. However, we ask that as many people as possible agree to help us measure diversity – because it matters to us.

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| Post applied for: |
| Post Reference Number: |
| What is your age group? Choose an item. |
| What is your sex? Choose an item. |
| Is the gender you identify with the same as your sex registered at birth? Choose an item. |
| Are you currently married or in a civil partnership? Choose an item. |
| What is your sexual orientation? Choose an item.  If you prefer to use your own term, please describe it: |
| Do you consider yourself to have a disability? Choose an item. |
| What is your race? Choose an item.  If you indicated “other”, please describe it: |
| What is your religion, belief or non-belief? Choose an item.  If you chose “other” please record it: |
| What caring responsibilities do you have? Choose an item. |

Thank you for taking the time to complete this form.

You have helped us monitor our ongoing commitment to treating everyone fairly - according to their ability, and nothing else.