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**APPLICATION FOR EMPLOYMENT**

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| --- | --- |
| OFFICE USE ONLY | |
| POST TITLE: | Planning Officer |

Pages 1, 2 and 3 will be separated from the rest of your application. Only Sections 2 – 4 will be used for short-listing. Please expand the boxes if necessary.

**SECTION 1- PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Surname** | **Forename (s)** | **Title** |
| **Home Telephone** | **Address** | |
| **Mobile** |
| **E-mail** |

**REFERENCES**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please give the names, addresses and telephone numbers of two referees. One referee must be a current or last employer. | | | | | | | | | | | | |
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|  | | | | | | | | | | | | |
| **1** |  | **Name** |  | |  | | **2** |  | **Name** |  | | |
|  |  | **Organisation** |  | |  | |  |  | **Organisation** |  | | |
|  |  | **Position** |  | |  | |  |  | **Position** |  | | |
|  |  |  | | |  | |  |  |  | | | |
|  |  | **Address** | | |  | |  |  | **Address** | | | |
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|  |  |  | | |  | |  |  |  | | | |
|  |  | **Telephone number** | |  |  | |  |  | **Telephone number** | |  | |
|  |  |  | |  |  | |  |  |  | |  | |
|  |  | **Email Address** | |  |  | |  |  | **Email Address** | |  | |
|  |  |  | | |  | |  |  |  | | | |
|  |  | Permission to contact prior to interview  **YES NO** | | |  | |  |  | Permission to contact prior to interview  **YES NO** | | | |
| **DECLARATION** | | | | | | | | | | | |
| I declare that to the best of my knowledge, the information given on this application is correct. I understand that after any offer of employment is entered into, if it is discovered that the information is false or misleading I may have my application disqualified or be dismissed from the Authority. | | | | | | | | | | | |
| **SIGNED** | | | | | | **DATE** | | | | | |

By entering your details on this form you are agreeing that any personal data that is on this form is for use by Northumberland National Park Authority for the efficient administration of its service.  The data will be processed in accordance with legislation. It will not be passed on to any other organisation. It will be kept in line with agreed retention period for HR related data. A copy of this schedule can be obtained from ‘Human Resources’ by calling 01434 605555. On completion this application form should be returned to jobs@nnpa.org.uk or marked Private and Confidential, Application Return – Planning Officer, Northumberland National Park Authority, South Park, Eastburn, Hexham, NE46 1BS. Closing date: 8am on 28th January 2018. Applications received after this time will not be considered.

**EQUAL OPPORTUNITIES MONITORING -** Please tick which group you most identify with

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **GENDER** | MALE FEMALE | | | | | | |
|  |  |  | | |  |  | | |
| **AGE** | These age groups reflect those used in the latest census and therefore enable us to monitor our age profile and compare it to the labour market | | | | | | | |
| **Date of Birth**  **\_ \_ / \_ \_ / \_ \_** | 16 -17 | | 18 - 19 | | 20 - 24 | 25 - 29 | | |
| 30 - 44 | | 45 - 59 | | 60 - 64 | 65 -74 | | |
|  |  | |  | |  |  | | |
| **ETHNIC ORIGIN** | Asian or Asian British - Bangladeshi | | | |  | | | |
| Asian or Asian British – Indian | | | |  | | | |
| Asian or Asian British – Pakistani | | | |  | | | |
| Asian or Asian British – Any other Asian background | | | |  | | | |
| Black or Black British – African | | | |  | | | |
| Black or Black British – Caribbean | | | |  | | | |
| Black or Black British – Any other Black background | | | |  | | | |
| Chinese | | | |  | | | |
| Mixed – White and Asian | | | |  | | | |
| Mixed – White and Black African | | | |  | | | |
| Mixed – White and Black Caribbean | | | |  | | | |
| Mixed – Any other mixed background | | | |  | | | |
| White – British | | | |  | | | |
| White – Irish | | | |  | | | |
| White – Any other background | | | |  | | | |
| Any other ethnic origin | | | |  | | | |
|  |  | | | |  | | | |
| **Do you suffer from a recognised disability as outlined in the Equality Act?** | | | | **Yes** | **No** | | | |
| If yes, please give details regarding any aids/modification required to assist you to carry out this post or to attend interview. | | | | | | |

|  |  |
| --- | --- |
| **RELIGION/BELIEF.** Please tick which group you most identify with | |
| No religion | Baha’i |
| Buddhist | Christian |
| Hindu | Jain |
| Jewish | Muslim |
| Sikh | Other (specify if you wish) |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **YOUR SEXUAL ORIENTATION.** Please tick which group you most identify with | |
| Bisexual | Gay man |
| Gay woman/lesbian | Heterosexual/straight |
| Other (specify if you wish) | Prefer not to say |

|  |
| --- |
| **Where did you see this Vacancy?** |
|  |
| **REHABILITATION OF OFFENDERS ACT 1974** |
| This post is not exempt from the provisions of the Rehabilitation of Offenders Act 1974. **You do not** need to give details of any convictions, both spent and unspent, on a separate sheet. |

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| **CANVASSING** |
| If you are related to any Member or Senior Officer of Northumberland National Park Authority, please give details:  **Canvassing will disqualify applicants** |

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| --- |
| **Are you able to meet the transport requirements of the post?**  YES NO |

|  |  |
| --- | --- |
| POST TITLE: | Planning Officer |
| CANDIDATE REF: |  |

**SECTION 2: EDUCATION AND TRAINING**

Please state most recent first

|  |  |  |
| --- | --- | --- |
| **Institution** | **Qualifications Obtained** | **Grade** |
|  |  |  |

**PROFESSIONAL QUALIFICATIONS (including membership of Professional bodies)**

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|  |

**JOB RELATED TRAINING (Please give details of any long/short courses, seminars, lectures or workshops that would support your application, including the dates of completion)**

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| POST TITLE: | Planning Officer |
| CANDIDATE REF: |  |

**SECTION 3: EMPLOYMENT DETAILS**

**PRESENT/MOST RECENT POST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer’s Name and Address** |  | **Post Title** | | |
| **Salary and Benefits** | | |
| **Reason for Leaving** | | |
| **Notice Period** | | |
|  | | | | |
| **Key tasks and areas of Responsibility** | | | **Dates** | |
| **From** | **To** |
|  |  |

**PREVIOUS POSTS** - Please state most recent first

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and Address of Employer** | **Dates** | | **Post Title** | **Brief Description of duties and responsibilities** | **Reason for Leaving** |
| **From** | **To** |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
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**SECTION 4: FURTHER DETAILS**

**EVIDENCE OF SUITABILITY FOR POST**- Before writing this section, please read the job description and person specification. Use this space to describe your reasons for applying for the job and how your skills, experience, knowledge, education and training meet the requirements of the post **as outlined in the person specification**.

Please indicate which item of the person specification you are addressing.