



YORKSHIRE DALES NATIONAL PARK AUTHORITY

APPLICATION FORM

GUIDANCE NOTES FOR APPLICANTS

Thank you for your interest in a role with the Yorkshire Dales National Park Authority. The purpose of these notes is to help you complete the application form, please take some time to read through them.

The Authority's application form and guidance notes are available in alternative formats. Should you require an alternative format please contact the Personnel Section by telephoning 0300 456 0030.

Completing the Application Form – General Points

- ❑ Please complete all sections of the application form as fully as possible. A **CV will not normally be accepted** unless it has been specifically requested. If you have insufficient space on the form at any point please continue on a separate sheet, mark it clearly with your name and the vacancy it relates to and attach it securely to your application form.
- ❑ Part C **only** will be used for short-listing purposes. Parts A and B will not be made available to the short-listing panel.
- ❑ If you are applying for more than one post, a separate application form will need to be completed for each vacancy you are applying for.
- ❑ The job description outlines the duties of the post and the person specification tells you the minimum knowledge, skills and experience we require. It is against these criteria that we will assess each applicant; therefore please show clearly how your knowledge skills and experience are relevant to the requirements of the post. Relevant skills may have been gained other than through paid employment, so consider also any private, social, leisure, voluntary and domestic responsibilities you have where relevant skills have been developed.
- ❑ Check the closing date and allow sufficient time for your application to reach us. We will not normally accept late applications.
- ❑ **Unfortunately we are not able to acknowledge applications or to inform applicants that they have been unsuccessful. If you have not heard from us within 4 weeks after the closing date of the advertisement, you may assume that your application has been unsuccessful. For your future information all our vacancies are advertised on our website www.yorkshiredales.org.uk**

References

You must supply us with the names, designations and addresses of two people to whom we may apply for references. One must be your present or most recent employer, or if you have recently completed full time education, one referee should be from your educational establishment. The referees of shortlisted candidates will normally be contacted prior to interview unless you state otherwise on the application form. References will be required before an offer of employment is confirmed. If you are successful at

interview, you should ensure that your referees know that you have applied for a post and they may be contacted.

Your employment referee will be asked to confirm your current employment details including how many days and the reason for any sickness absence you may have had in the last 12 months.

Medical

All appointments to the Yorkshire Dales National Park Authority are subject to satisfactory medical clearance. If you are successful at interview, you will be required to complete a confidential medical questionnaire which you send directly to our Occupational Health service. A medical examination may be necessary before an appointment can be confirmed.

Canvassing

You must not try to influence an Authority Member or any Authority employee to act in your favour, as this will disqualify you. If you are related to a Member or employee, you must indicate this in the relevant section of the application form. Failure to declare such a relationship could result in disciplinary action or dismissal.

Criminal Convictions

The Authority does not see a criminal record as a bar to employment and will consider the nature of the conviction and its relevance to the job applied for prior to making any selection decisions.

It is necessary to provide details of any “unspent” criminal convictions. All information provided will be treated in strict confidence and will be considered only in relation to this application.

If the post involves contact with children or vulnerable members of society, or is seen as a position of trust, you will be asked to apply for a Disclosure Certificate from the Criminal Records Bureau (CRB). If this is a requirement of the post for which you are applying the job details will have made this clear and a copy of the Authority’s policy on employing people with convictions will have been included within the recruitment pack.

The Authority complies with the Code of Practice issued by the CRB. A copy is available on request.

Equal Opportunities

The Authority is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds. To assist in the monitoring of our performance in relation to equal opportunities you are requested to complete the enclosed monitoring form. The questionnaire is for statistical purposes only. Upon receipt it will be separated from the application form and will not form part of the selection process.

Part A of the application form will also be detached and only Part C will be used in the short listing process.

Disability Discrimination Act (DDA) 1995

For the purposes of the Act ‘disability’ is defined as: ‘There must be a mental or physical impairment which has a substantial and long-term adverse affect on the employee’s ability to carry out normal day-to-day activities’. Long-term means that the condition must last, or be likely to last, for more than 12 months. The applicant’s ability to carry out normal day-to-day activities can be adversely affected in one or more of the following ways:

- mobility

- manual dexterity
- physical co-ordination
- continence
- ability to lift or otherwise move everyday objects
- speech, hearing or eyesight
- memory or ability to concentrate, learn or understand
- perception of the risk of physical danger.

The 2005 Act has amended the DDA to now include individuals with cancer, HIV and multiple sclerosis. It also removed the requirement that mental illnesses must be 'clinically well recognised' to come within a definition of disability.

Immigration, Asylum and Nationality Act 2006

In order to comply with Sections 15-25 of the Immigration, Asylum and Nationality Act 2006, the Authority must ensure that all prospective employees and casual staff have the right to work in the UK before they commence employment. Shortlisted applicants will be required to produce original documentation confirming eligibility to work in the UK at interview

Qualifications

All essential qualifications must be supported by relevant certificates. Copies will be requested of the successful candidate.

Retirement Age

Please note that the normal retirement age for officers of the Authority is 65 years.

Data Protection Act 1998

The Yorkshire Dales National Park Authority is registered under the Data Protection Act 1998 to hold some information about employees and applicants on computer systems. This data is primarily for salaries, pension administration and statutory reporting purposes. Application forms from unsuccessful applicants will be kept for 12 months and then destroyed.

For Office Use: Candidate No.....

APPLICATION FORM FOR EMPLOYMENT



YORKSHIRE DALES
National Park Authority

PLEASE TYPE OR WRITE IN BLACK INK FOR PHOTOCOPYING PURPOSE:

PART A

1. Personal Details (In Confidence)

(Please note: the information included in Parts A and B will be detached from your application form and will not be used as part of the short listing process)

Forenames	Surname & Title (Dr/Mr/Mrs/Miss/Ms/Other)
Address	Other Contact Details
 Post Code:	Home: Work: Mobile: E-mail:
May we contact you at work? YES / NO (Please delete as appropriate)	
Date of Birth:	National Insurance No.:

2. Disability Discrimination Act 1995 and 2005

Yorkshire Dales National Park Authority welcomes applications from people with disabilities. Wherever possible and reasonable we will make adjustments and offer alternatives to enable a person with a disability to access the application and appointment process fairly.

Would you describe yourself as having a disability as defined by the Disability Discrimination Act 1995? (See guidance Note).	YES / NO (Please delete as appropriate)
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3. Disclosure of Criminal Offences – Rehabilitation of Offences Act 1974. *Please see guidance notes.*

The Rehabilitation of Offender Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'. Please give details, including dates and paces, of pending prosecution and any convictions, cautions and bind-overs since the age of 17 years, which are not 'spent'.

Details.....



For Office Use: Candidate No.....

PART B

**STRICTLY CONFIDENTIAL
EQUAL OPPORTUNITIES MONITORING FORM**

The Yorkshire Dales National Park Authority is an equal opportunities employer. To help us monitor the effectiveness of our equal opportunities policy, we should be grateful if you would complete this form. The form will be separated from your application form and will not be referred to during the short listing/interviewing process. Information provided by you in this section will be kept within the Personnel Section for the purposes of monitoring. Once the recruitment process is completed, the data will be stored for a maximum of 12 months and then destroyed. If you are the successful candidate, relevant information will be taken from this form and used as part of your personnel record.

The ethnic categories listed on the form are those used in the 2001 Census.

Post title:..... **Location:**

Please tick the appropriate boxes.

- 1. Are you currently employed by YDNPA? Yes No
- 2. What is your gender Male Female
- 3. What is your age group?
 Und. 18 18-25 26-35 36-45 46-55 56-65 over 65
- 4. Would you describe yourself as having a disability as defined by the Disability Discrimination Act 1995? (See guidance Note). Yes No
- 5. Please tick the box from the list below which best describes the ethnic group to which you belong:

White

- British
- Irish
- Any other white background (Please specify)

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background (Please specify)

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Black or Black British

- Caribbean
- African
- Any other Black background (Please specify)

Chinese or other ethnic group

- Chinese
- Any other ethnic group (Please specify)

For 'other' please specify in the box provided here:

6. So that we can judge the effectiveness of our recruitment advertising, please say where you saw this post advertised:



YORKSHIRE DALES
National Park Authority

For Office Use: Candidate No.....

PART C

1. Vacancy details	
Post Applied For	
Closing Date	

2. Personal Transport	
For posts which involve travel within Yorkshire Dales (please see the person specification) please answer the following questions:	
Do you have a full current driving licence?	YES / NO (Please delete as appropriate)
Do you have a car or other means of transport available for work?	YES / NO (Please delete as appropriate)

3. Present or most recent employer					
Name & address of employer	Dates From/To	Salary	Job Title	Reporting to (Job Title)	Notice Required (or date left)
Key duties and responsibilities					
Reason for wanting to leave					

4. Previous Employment (please provide full details of your employment history, starting with the most recent)			
Previous Employers <small>(Please continue on a separate sheet if necessary)</small>	Dates from/to	Position and responsibilities	Reason for leaving
Previous Employers Continued	Dates from/to	Position and responsibilities	Reason for leaving

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5. Academic Record (if you are currently studying, please provide details of the qualification you are studying for).		
Name of University, College(s), Further Education	Full details of qualification obtained (including Classification, if relevant)	
School Attended	Qualifications gained/Subjects	Results and grades

6. Professional Record
Occupational training/job related courses (Name of course & content).
Membership of Professional Bodies

7. Relevant Skills, Knowledge and Experience

The information you provide in this section will be used in assessing your application. Please refer to the job description and person specification and use this space to state your reasons for applying for the post, relating your skills, experience and personal qualities gained through work or volunteering and education to the requirements of the job. PLEASE DO NOT INCLUDE A CV.