# Job application form

This application form contains a number of sections in which you are expected to give important personal details and history which are relevant to your application and play a part in the selection process.

There is also space for you to give evidence showing that you have the knowledge, skills, abilities and other personal qualities needed to do the job. These are referred to as competences. In the space provided on this form, you will need to explain, in your own words, how, when and where you have put these competences into practice.

Wilton Park will process any personal data you provide on this form for the purposes of staff administration. The data may be disclosed to other Government Departments and Public Authorities.

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| **Position applied for** |
| Content Producer  |

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| Where did you hear about this post? |       |

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| Personal details |
| Surname |       |
| First name/s |       |
| Address |       | Home phone number |       |
| Work phone number  |       |
| Mobile number |       |
| Town/City |       | County |       |
| Postcode |       |
| Email |       |
| Please tell us of any change during recruitment exercise.  |

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| Birth, nationality and right to work  |
| Nationality at birth  |       | Nationality if not British at birth  |       |
| Current nationality |       | Do you have settled status and the right to work in the UK? Proof of this will be requested and can be a UK Passport, Residence Permit or settled status documentation |       |
| **Please note**: To be eligible for security clearance, staff are required to have a UK footprint of 5 out of 10 years (including time as a Crown Servant overseas) for DV clearance and a UK footprint of 2 in the last 5 years (including as a Crown Servant overseas) for SC clearance. This is a mandatory requirement of National Security Vetting (NSV). |

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| Disabilities  |
| Wilton Park is happy to consider applications from people with disabilities. To help us ensure that you are given every chance to succeed, can you please give us the following information.  |
| Do you regard yourself as disabled under the terms and the Disability Discrimination Act of 1995?If ‘Yes’, please tick the box to the right and give details of any particular arrangements you require if you are tested or interviewed.      | [ ]  |

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| Reasons for application  |
| Please give your reasons for making this application relating your skills, knowledge and experience to the requirements of the job as outlined. MAX 500 WORDS.  |
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| Recruitment process |
| This vacancy uses the [Success Profiles Framework](https://www.gov.uk/government/publications/success-profiles) and will assess your Behaviours. Please give examples to demonstrate the following competences – see separate pdf document on Hints and tips on Behaviour examples. MAX 250 WORDS PER BEHAVIOUR.  |
| Changing and Improving  |       |
| Leadership |       |
| Seeing the Big Picture |       |
| **The following competencies will be discussed at interview stage only:** Working Together Managing a Quality ServiceDelivering at Pace |

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| **Driving** |
| Do you hold a full current driving licence?  |  |
| Do you have your own transport? |  |
| Do you have any endorsements? | If yes, please give details       |

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| Declaration  |
| I declare that the information given is true and accept that false information may result in my application being disqualified and if appointed could lead to dismissal. |
| Signature       Date Please select from calendar |