# 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** |
| Hospitality Manager |

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| Where did you hear about this post? |  |

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| Nationality requirements | | | |
| This job is broadly open to the following groups:   * UK nationals * nationals of the Republic of Ireland * nationals from the EU, EEA or Switzerland with settled status | | | |
| Nationality |  | If you are not a UK national, do you have settled status?  Proof of nationality or settled status will be requested and can be a UK Passport or settled status documentation. |  |
| What evidence will you provide to show eligibility? |  | | |

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| Security |
| Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [Security Check](https://www.gov.uk/government/publications/united-kingdom-security-vetting-clearance-levels). |
| **Please note**:  **In addition to nationality requirements outlined below**, to pass security clearance you are required to have a UK footprint of 2 in the last 5 years (including as a Crown Servant overseas). This is a mandatory requirement of National Security Vetting (NSV). |

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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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| 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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| Personal statement |
| Your Personal Statement should explain your suitability for the role in up to 1,250 words, **with particular reference to the essential skills criteria in the Job Profile**. A recommended layout for this would be 250 words explaining your motivation for applying and 1000 words outlining how you meet the assessment criteria, with specific examples. |
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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. **MAX 200 WORDS PER BEHAVIOUR.** | |
| Changing and Improving |  |
| Communicating and Influencing |  |
| Delivering at Pace |  |
| **The following competencies will be discussed at interview stage only:**  Seeing the Big Picture  Leadership  Managing a Quality Service | |

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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 |