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**Vacancy Guidance Notes**

**and**

**Application Form**

**Assistance for completing the Application Form**

As part of Green Action Trust’s commitment to sustainability and protecting the environment we are committed to being a paperless organisation. Therefore, where possible, we ask that all applicants to our vacancies complete the application process digitally and submit their responses electronically via the relevant link. If there are any special circumstances that prevent you from doing this, please contact us and we will discuss with you alternative options.

**IMPORTANT:**

Please be sure to fill in which post you are applying for and the date of your application.

**A. Introduction**

The decision on who to invite for interview is based on the information provided in completed applications. Therefore, you should use the application form to show how you meet the requirements of the job. Please note that we will only accept CVs as an alternative to completing an application form if:

1. the vacancy that we are recruiting to specifically requires the submission of CVs, and/or
2. applicants that may have a form of disability which makes it difficult for them to complete an application form.

All applicants will, however, need to show how they meet the person specification.

**B. Job description and person specification**

You should have received a Job Description and a Person Specification with the application pack. The Job Description lists the job title, location, purpose and main tasks of the job. The Person Specification lists the experience, skills, abilities and knowledge and required competencies that the successful applicant will need to perform the job effectively. The Person Specification is divided into what the successful applicant must have (the essential criteria) and what it would be helpful for them to have (the desirable criteria).

**C. Application Form for employment**

Section 1 Personal Information

Please complete personal detail in full. This page will be detached during the shortlisting process.

Section 2 Education and Training

Secondary schools or colleges attended: subject/s studied and grades of any qualifications gained. Please detail any relevant subsequent training or qualifications.

Further Education: Please give detail of college, university attended, relevant subject/s studied and qualifications gained. If achieved through distance learning, please give detail of examining body.

Courses Attended: Please give detail of any relevant courses attended that relate to personal development or on the job training. This may include short courses and evening classes where you have gained accreditation, certificate or other.

Professional Qualifications: In this section you can detail any specific job related qualifications and memberships of professional bodies.

Section 3 Employment History

Please start with your current or most recent employer, and work backwards in chronological order. Do include any periods of military service, registered unemployment and temporary/voluntary employment (unless relevant to the position).

Section 4 Meeting the Person Specification

This section of the application form is particularly important. When completing your application you must show how you meet the Person Specification rather than the Job Description, otherwise **your application will be incomplete and we will not be able to process it**. This is most easily done by taking each point on the person specification in turn.

* Remember, we can only decide to invite you for interview based on the information provided by you in your application.
* Think ahead about what you think we are looking for. Maybe make a plan and notes before committing yourself to completing the form
* Remember, the internet is a great source of guidance for applicants seeking employment
* For disabled candidates who may have difficulty completing an application form only - if you are going to send us your curriculum vitae you still need to provide information about how you meet the person specification in the way outlined above.
* If you would like help completing your application, please contact us before the closing date and we will do what we can to assist you.
* There is no word count limit unless it is stated, however we would encourage you to be precise, factual and succinct. The important element here is to demonstrate your suitability in a brief manner. Remember, we will have lots of information to consider from many applicants so we will concentrate on the key facts that are articulated to us.
* Try to give a really good example of your experience rather than three or four.
* Try not to waffle on as you will get a chance to express yourself further at interview if selected.
* Finally, please be aware that we will manage our expectations of all applicants. We want you to come and join us so we will be as flexible as possible when considering your information.

Section 5 Other Information

This section is also important. We will want to know about any specific skills, possible career achievements and attributes that enhance your employability. You may wish to tell us what kind of person you think you are and what you would bring to this position.

Section 6 Other Interests

This helps us know a bit more about you, so detail your hobbies, interests and/or pastimes.

Section 7 Referees

Please give details of two people (not relatives) that we could approach for references, one of which should be your current or most recent employer. Please ensure that you have obtained their permission prior to submission. By completing this section, we will assume you have given these referees permission to disclose information about you to us.

Section 8 Health / Medical

Our Equality & Diversity policy includes our commitment to making reasonable adjustments to meet the needs of applicants and employees with disabilities. This means that any job applicant who has a disability, and meets the essential job requirements, will be guaranteed an interview (Guaranteed Interview Scheme). Green Action Trust recognises the exclusion and disadvantages that people with disabilities can experience because of social, economic and material barriers, created by the world in which they live. Green Action Trust also recognises that people with disabilities may be enabled by learning additional skills.

Green Action Trust will take steps to ensure that it meets its obligations under the Equality Act 2010 and, where possible, exceeds them. This includes making reasonable adjustments to meet the needs of trustees, committee members, job applicants, employees, customers and volunteers, who may have a disability.

Section 9 General Questions

It is important for us to know what your notice period is so please check this out with your existing employer. Some of our job roles have an essential requirement to hold a valid UK Driving Licence. Where this is the case we ask you to confirm this. Right to work in the UK information will ask to be confirmed prior to commencement via documentation.

Section 10 Criminal Convictions

The Rehabilitation of Offenders Act 1974 does not require applicants to give details of any convictions that are spent, unless the post is exempt from the Act. However, you must declare all spent/unspent convictions if the post you are applying for is subject to a Protection of Vulnerable Groups (PVG) Disclosure check. Failure to disclose such convictions could result in disciplinary action or dismissal.

The Person Specification for each role will detail whether a PVG Disclosure check will be applicable

Section 11 Declarations

Before submission, make sure that you have signed and dated your application. An electronic signature is acceptable. Applications submitted online or by email will be deemed formal confirmation of your application and the information contained therein. Disclosing false information could lead to your dismissal from Green Action Trust.

**D. Equal Opportunities Monitoring Information**

Green Action Trust recruits and selects employees by using job-related criteria (the Person Specification) and general experience. To ensure that this process is fair, we need to find out how you found out about this vacancy. In addition, we would like information about your gender, age, ethnic origin and disability. We then compare, anonymously, who applies, who we shortlist, and who we appoint, with information about the labour market.

Please follow the link to the Equal Opportunities monitoring information form. The online form is not linked to your application.

##### APPLICATION FOR EMPLOYMENT

## POST APPLIED FOR: FORESTER

|  |  |
| --- | --- |
| **Important Notes:** The section of the form containing personal details will be detached from the rest of the application and that information will not be available to the shortlisting panel. If the form is not completed and submitted online, please complete it in black ink using BLOCK CAPITALS. | Returning your application. Applications should be submitted via the link on the Green Action Trust website.  E-mailed applications should be sent to:  **recruitment@greenactiontrust.org** |

# PERSONAL DETAILS

|  |  |
| --- | --- |
| **Surname:** | **Initials:** |
| **Address:** | |
| **e-mail:** | |
| **Phone No (day):** | **Phone No (evening):** |

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# EDUCATION AND TRAINING

*(Please continue on a separate sheet if required)*

## *Secondary Education*

|  |  |  |
| --- | --- | --- |
| **Certificates gained** | Subjects/Modules | Grades/Bands |
|  |  |  |

##### *Further and Higher Education*

|  |  |  |
| --- | --- | --- |
| **Where attended** | Course(show full or part-time) | Qualification and date gained |
|  |  |  |

##### *Other Relevant Training*

|  |  |  |
| --- | --- | --- |
| **Name of course** | Provided by | Duration |
|  |  |  |

## *Professional Qualifications*

|  |  |  |
| --- | --- | --- |
| **Name of Professional Body** | Class of Membership | Date obtained |
|  |  |  |

# EMPLOYMENT HISTORY

*(Please continue on a separate sheet if required)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s name, address & business** | Dates | | Job title and summary of main duties and responsibilities (please include salary for current employer) |
| From | To |
|  |  |  |  |

1. Person Specification

Tell us how you match the essential and desirable elements of the person specification citing relevant and specific examples from your work experience relevant to the job description.

|  |
| --- |
|  |

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1. Other Information

Please supply any other relevant details in support of your application and describe the contribution you would make to this post within the organisation.

|  |
| --- |
|  |

# OTHER INTERESTS

Please give details of your social interests, hobbies, sports and membership of clubs and societies including special responsibilities: -

|  |
| --- |
|  |

# REFEREES

**Please give details of two referees (who are not related to you), one of whom is your current employer. References for all candidates to be called for interview will be taken up.**

|  |  |  |
| --- | --- | --- |
| **Name:**  **Organisation:**  **Full Postal Address:**  **Tel. No:**  **Email:**  **Relationship:** |  |  |

# HEALTH/MEDICAL INFORMATION

|  |
| --- |
| **Do you have, or have you had, any recurring health problems, which are likely to affect your ability to fulfil the requirements of this post? YES**  **NO**  **If yes, please give details:**    **Applications from disabled candidates are welcomed and the organisation will make every effort to ensure a fair selection process.**  **Please describe below any reasonable adjustments which you feel should be made to the recruitment process to assist your application for the job/attend for interview:**  **Please describe below any reasonable adjustments which you feel should be made to the job itself, if you are successful, which would enable you to carry out the duties of the job:** |

# GENERAL INFORMATION

|  |
| --- |
| Are you currently eligible for employment in the UK? YES  NO  You will be required to provide proof of this before commencing employment.  Do you hold a full UK driving licence? YES  NO  Do you have access to a vehicle? YES  NO  Please detail any endorsements or convictions:  Notice period required for current role: |

# CRIMINAL CONVICTIONS

|  |
| --- |
| The nature of Green Action Trust’s work means that some staff may have regular and ongoing contact with young people and vulnerable adults. For this reason, it will be necessary to carry out criminal record checks (Disclosures) as part of the recruitment process for some posts within the organisation, under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.  Do you have any criminal convictions? YES  NO  All convictions MUST be listed on the Conviction Declaration Form, which should be returned, as a separate attachment, clearly marked with your name, along with your application form. The Conviction Declaration Form document will only be opened if you are to be invited for interview, otherwise it will be deleted accordingly. |

1. **DECLARATIONS (**Please read carefully)

I certify that all information contained in this form is true and correct to the best of my knowledge. I understand that if I am offered a post the information submitted in my application form will form the basis of my employment with Green Action Trust, and, if it is subsequently discovered that I have wilfully given false information or withheld information, then I will be liable to immediate dismissal.

I understand that any offer of employment will be subject to receipt of permission to work in the UK, satisfactory references, satisfactory Disclosure Scotland results (where appropriate) and a probationary period.

I authorise Green Action Trust to verify information contained in this application via telephone, e-mail or letter. I understand that third parties may be consulted to verify qualifications, criminal convictions and health information should this be necessary for this post.

Signature *(Please sign with initial and surname only):*

Microsoft Office Signature Line...

Date:

STORAGE OF SENSITIVE INFORMATION

|  |
| --- |
| The personal information given on this form will be treated in confidence and will not be disclosed to any third parties except permitted by law or where consent has been given. The information given is being gathered for internal consideration by Green Action Trust who will store this Application Form in a secure and safe manner. The information gathered on the form will be retained for no longer than is necessary for the purposes of processing the application. Details of our Privacy Statement are available upon request.  I authorise the collection of this information by Green Action Trust so that it may be used for the above purpose. It will be my responsibility if any information is incomplete or incorrect. I am aware that I am able to access the information regarding my personal data that is kept by Green Action Trust by providing a written request. I can also request the correction, addition or elimination of any data through this written request.  Signature *(Please sign with initial and surname only)*:  Microsoft Office Signature Line...  Date:    EQUAL OPPORTUNITIES MONITORING  Green Action Trust’s Equal Opportunities Policy aims to ensure that individuals are not discriminated against on the grounds of race, colour, culture, ethnic origin, religion, gender, disability, marital status, responsibility for dependents, sexual orientation or age. In order to monitor the effectiveness of the policy, all job applicants are asked to complete this form. The information will be used for monitoring purposes only.  We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available upon request.  You are not obliged to give complete this form and in doing so you acknowledge that any consent given is freely given for Green Action Trust to process this information and to comply with data protection legislation. Your job application is not dependent on your giving consent to our processing of this data  Please following the below link or QR code in order to access the Equal Opportunities Monitoring Form.  <https://www.surveymonkey.co.uk/r/GAT-EqualOpps>  Qr codeDescription automatically generated |

**CHECKLIST**

Cover letter completed in line with the recruitment pack criteria

All sections of the application form completed in line with recruitment pack criteria

Equal Opportunities from completed online

Criminal convictions form completed

Once completed, please upload all documents to the portal through the Green Action Trust website or by the following link:

**Forester** https://hr.breathehr.com/v/forester-22281