



GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

Please take great care in completing the application form, the panel's decision to shortlist you for interview will be based entirely on the information you provide.

All our posts have a Contribution Statement, this is a job description that lists the job specific responsibilities needed. Make sure you refer to it before you complete the application form.

We welcome applications for jobs in Welsh and English, applications made in Welsh will be treated no less favourably than applications made in English.

Unless you show clearly in your application how you meet all the job specific responsibilities listed, you may not be short-listed.

If there is not enough space on the application form for you to enter your information, please continue on a separate sheet clearly indicating the part of the form the information relates to.

All information provided by you will be kept strictly confidential.

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Post Applied For

Please state clearly on the application form the title and post number of the job for which you are applying, details can be found on the Contribution Statement. If this is not stated your application may not be considered.

Applying Part Time or as a Job Share

We welcome applications from individuals seeking to work part-time or as a team jointly covering the duties of our full-time posts. Should you need advice on how to apply on a job share basis please contact the recruiting manager as specified on the contribution statement Contribution Statement.

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Employment

This section should list all previous jobs for the last five years starting with the most recent. Please give brief details of what the job involved and why you left.

Include any self-employed, part-time or temporary jobs. Please list any voluntary or unpaid work that you may have done and any period of unemployment.

How Well You Meet Our Requirements

The critical parts of the form are pages 2 to 7. These ask you to give us evidence that you have the required skills and competencies for the job.

Driving Licence

The possession of a full current UK/EU car driving licence is often a requirement for most NRW jobs. You will need to show your licence if you come for an interview.

Communication Skills in English and Welsh

As a bilingual organisation we use both Welsh and English in our work. We are committed to providing a bilingual service in Welsh and English to the public. There are some jobs for which bilingual ability is essential, depending on the location and amount of contact with the public. The Contribution Statement will tell you the language requirement of the post you are applying for.

Preferred Language for Interview

As a bilingual organisation we use both Welsh and English in our work

If you opt to be interviewed in Welsh, we provide a bilingual interview panel. Part of the interview will be held in English so we can test your spoken English.

If you opt to be interviewed in English for a post where Welsh Language skills is essential, part of the interview will be in Welsh so we can test your spoken Welsh.

-Pages 4,5,6&7-

Responsibilities

This section gives you the opportunity to relate your competencies to the Contribution Statement giving specific examples as evidence.

You need to refer to the **Responsibilities** part of the Contribution Statement. This gives a list of attributes that the job holder will need to carry out the role. These are categorised as Setting direction, Delivering results, Building relationships Ensuring effective governance and Developing people and teams.

Job Specific Criteria

You need to refer to the **Job Specific Criteria** part of the Contribution Statement. Between 1 and 6 Criteria will be listed on the Contribution Statement, some will be essential and others may be desirable.

The selection panel will be looking for evidence that you are able to meet the **Responsibilities and Job Specific Criteria**. Unlike CVs, our application forms require you to focus on these directly. Unless you clearly demonstrate in your application that you meet all the listed requirements for the job, you may not be short-listed.

The sort of evidence you should provide may include the following:

- The work at your current or previous job requires you to show that competency
- You undertake an out-of-work activity that requires you to show that competency
- Your voluntary or charity work requires you to show that competency
- You have undertaken training courses to train you in that competency
- You have an educational or professional qualification that shows you have that competency
- You belong to a society or professional body that shows you have that competency

You can use your evidence more than once if it covers more than one competency. You can draw on evidence from any source, not just the workplace if you can demonstrate clearly that it satisfies the required competency. Try to give specific examples and avoid generalisations.

Please limit your evidence for each Job Specific Responsibility to 200 words wherever possible

Where Did You Learn of this Post

To ensure our current recruitment methods are effective, we monitor where we advertise. Please indicate where you learned about the vacancy you are applying for by inserting which website or newspaper you saw it in.

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References

We will only seek references after the interview and only if you are the preferred candidate.

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Disability

Under the Equality Act 2010 we strive to make reasonable adjustments where a disabled person is substantially disadvantaged by either the working arrangements or the working environment.

The responsibility to make reasonable adjustments will not apply unless we know that you have a disability. This is the section where you can let us know.

‘Two Ticks Disability Symbol’

By using this symbol we have agreed that we will:

- interview all disabled applicants who meet the minimum criteria for a job vacancy

Use this section if you wish to apply under this scheme. You are guaranteed an interview if you meet the minimum criteria agreed by the panel prior to the short listing.

- PAGES 11, 12 & 13-

Equal Opportunities

NRW aims to reflect the diversity of Wales and its people. We're working hard to create the kind of working environment and culture that recognises and values people's differences.

In all recruitment decisions we try to be objective, free from bias, and to select candidates solely on their ability. If they have the required competencies, everyone seeking jobs in NRW has an equal chance.

In this section we ask you to answer some fairly personal questions. We do this to ensure that our equality and diversity policy is working in practice when recruiting staff. We enter the data onto our database where it will be stored confidentially. We will not use it for any other reason or reveal it to any other organisation. It will not be made available to the selection panel.

Although giving the information is entirely voluntary we ask you to help us by giving your details. If you leave any of the answers to the questions blank we will record this as you preferred not to say.

RETURN OF APPLICATION FORMS

Please return or e-mail your completed application form to the contact name and address on the Contribution Statement by the specified closing date, quoting the post number as a reference.

ACKNOWLEDGEMENT OF APPLICATIONS

We do not normally acknowledge receipt of applications, but you are welcome to phone the recruitment team to check receipt of your application form beforehand if you are concerned.

TIMESCALE FOR RECRUITMENT

We will notify all candidates short-listed for interview. This normally happens between one and four weeks after the closing date. If there are a large number of candidates for a job who score highly, you may not be called for interview even if you have demonstrated all the competencies on your application form.

CONTACT US

If you have any queries regarding your application or the recruitment process, please contact the recruitment team:

e-mail	recruitment@cyfoethnaturiolcymru.gov.uk
telephone	03000654040
address	Recruitment, Natural Resources Wales, Maes y Ffynnon, Ffordd Penrhos. Bangor. LL57 2DW