



The Food and Environment
Research Agency

The Food and Environment Research Agency (Fera) Job Application Form

Post details

Job title	<input type="text"/>		
CSP reference	<input type="text"/>	Our reference	<input type="text"/>
Closing date	<input type="text"/>		
Where did you hear about this vacancy? (Required field)	<input type="text"/>		

Personal details

Title	<input type="text"/>		
Surname	<input type="text"/>		
Forename(s)	<input type="text"/>		
Any other names by which you are known	<input type="text"/>		
Email address	<input type="text"/>		
Permanent address	<input type="text"/>		
	Postcode	<input type="text"/>	
Correspondence address (if different from permanent address)	<input type="text"/>		
	Postcode	<input type="text"/>	
Home telephone no.	<input type="text"/>	Mobile no.	<input type="text"/>

Education and qualifications

N.B. Examination certificates must **not** be sent with this application. Should you be invited to an interview, you will be asked to produce the original certificates, not copies.

Name of educational institution	Qualifications and subject (e.g. GCSE Maths, BSc Hon Chemistry)	Date awarded/expected	Grade

Other information (i.e. additional qualifications not outlined above, or details of any membership of professional institutions)

Publications

If relevant to the position, please attach a publication record. Tick if attached

Work history

Current (or most recent) employer

Employer

Address

Postcode

Notice period

Contact number

Job title

Dates From To

Salary details £ per annum

Nature of business

Main duties and responsibilities

Reason for leaving

Previous employers

Employer

Address

Job title

Dates From To

Main duties

Reason for leaving

Employer

Address

Job title

Dates From To

Main duties

Reason for leaving

Employer

Address

Job title

Dates From To

Main duties

Reason for leaving

Please attach a separate sheet if necessary. Tick if attached

Personal statement and competency profile

Personal statement

Your personal statement should outline how you meet the person specification and competency profile included in the job description for the role you are applying for. Use this section to demonstrate how you meet the qualifications, skills and experience as described in the person specification in **no more than 200 words**.

Competency profile

Key competencies have been identified within the competency profile as the most important for this job. In **no more than 200 words per competency** provide examples of when you have demonstrated these competencies, the actions you undertook and the outcome. You can use examples from both inside and outside work. A copy of the competency framework can be found on the Fera website.

Further information

Dates not available for interview

References

Please provide details of at least two referees not related to you, who have consented to be approached.

Current/previous employer

Name

Job title

Address

Postcode

Email

Telephone

Fax

May we obtain this reference no? Yes No

Character referee

Name

Occupation

Address

Postcode

Email

Telephone

Fax

May we obtain this reference no? Yes No

Data Protection Act 1998

Unless otherwise stated any personal data supplied on this form, or in connection with this application will be used by the interview panel members for selection purposes and may be retained for auditing.

Should you be selected, the data will form part of your personal file and could feature as part of future selection decisions.

To progress your application we may need to disclose the information we receive from you to others (including other public bodies, central government departments or our authorised agents).

Personal declaration

I declare that the information I have given in support of my application is to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false, misleading, or that I have withheld relevant information, my application may be disqualified or, if I have been appointed, I may be dismissed. Please tick the box below to confirm the above declaration. If this box is left blank your application form will not be accepted.

Declaration box

Date

Return address for applications

Fera would prefer to receive your application via email. Please send your completed application to jobs@fera.gsi.gov.uk. Hard copies of the application form may be submitted by post to:

The Food and Environment Research Agency
Organisation Development
Room 11G02
Sand Hutton
York
YO41 1LZ

Please ensure you have the correct postage stamp on your application; failure to do so will cause a delay in us receiving your application. Applications received after the closing date will not be considered.