



**Friends of
the Earth**

APPLICATION FOR EMPLOYMENT

Guidance for applicants

Friends of the Earth makes life better for people by inspiring solutions to environmental problems.

We want staff to share this vision and join in our success. We aim to recruit the best person for any vacancy. We communicate our vacancies widely and openly and are committed to giving all applicants fair consideration.

We use the information you give us in your application form to decide whether to invite you to interview. We want you to do the best application you can. Here's some guidance to help you.

First

- Role Profile first. This sets out what we are looking for under specific headings which we call the competencies of this role. You need to relate your experience to these same headings which appear on the following pages of this form.
- Supplementary Information. This tells you about the work you will be doing if you are successful.
- Information about working at Friends of the Earth – the terms and conditions of this role and some of the benefits of working here

Applying

The headings on the following pages match those in the Role Profile. Think about how well your knowledge, skills and abilities fit what we are looking for in the Role profile and Supplementary Information. Don't just tell us that you have the skills listed in the Role Profile or say that you believe you can do the job. Under each of the headings please give us real examples of what you did, when and how you did it and what part you personally played.

Check you are free to come on the planned interview date. If not, please tell us on your application why you can't come and tell us when you are free to come.

Keep a copy of your application form before you submit it online or post it to us.

We send an automated email in response to online applications but can't acknowledge posted forms.

Shortlisting

At least two people assess how closely your application matches what we are looking for and decide the interview shortlist. We contact shortlisted candidates by phone and ask them to come to interview.

Interviews

If we invite you for an interview we will ask you in more detail about what you have done so you might want to remind yourself what you wrote in your application and be able to talk to the interview panel about it. We often ask candidates to do a job-related exercise to help us assess their competence in particular areas; some are given unseen on the day of the interview, others you will be told about in advance of the interview so you can prepare. When we ask you to interview we will tell you if you will have to do an exercise. If we haven't contacted you by the interview date your application has not been successful.

Feedback on your application

If we interview you, we will let you know the outcome and are happy to give feedback if you would like this. Many of our vacancies are very popular and unfortunately we don't have the resources to be able to offer feedback to you if you were not shortlisted.

APPLICATION FOR EMPLOYMENT

Please write in type or black ink

CONFIDENTIAL

Role applied for _____

Ref _____

Contact Details

Family name _____ Mobile _____
First Name(s) _____ Work _____
Home Address _____ Home _____
_____ Email _____

Post code _____

Are you free to live and work in the UK? Yes No

If we employ you, you have to supply the original of one of documents accepted under the Asylum and Immigration Act (1996) as evidence that you are allowed to work in the UK.

Health

How many working days have you lost through illness in the last 12 months? _____

Disability

Do you need any special arrangements for interview and/or to help you to take up this role? Please tell us here if you have any disability-related needs or adjustments.

Job share

All vacancies at Friends of the Earth are open to job share. If you are interested in applying for this role as a job share please indicate below the days and hours you are available to work.

References

Please give names and contact details for 2 people not related to you, who can give us a reference based on direct personal knowledge of you and your abilities. All appointments are subject to receipt of references that are satisfactory to us. One of these references must be your current or most recent employer or client if you are undertaking consultancy work.

We will not contact them: • without asking you first • before we make you an offer of employment

Name _____	Name _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____
Email _____	Email _____
How does this person know you? _____	How does this person know you? _____
_____	_____

Qualifications and learning

Please list the educational qualifications including further education and professional/vocational qualifications with grades you have and/or other personal development or training courses that you have done that are relevant to this role. Please do not state when or where you were educated.

Work History

Please list below your working history starting with your current or most recent job and work backwards. Say where you have worked, start and end dates, your job title and if this was paid or voluntary work. If there are any significant gaps please explain these. You do not need to tell us in this section about your skills as you can do that on the following pages.

Employer	Start	End	Job Title	Employee / Volunteer / Note
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Meeting our requirements: relevant skills, knowledge and experience

Use the headings below to give examples that are relevant to the specific work we advertised showing how you meet our requirements set out in the Role Profile and Supplementary Information. Think carefully about the kind of examples you give and only use the same example under different headings if it brings out different things relevant to the heading. Don't be modest about your achievements. Be realistic as we may ask you more at interview. Examples can be from paid, voluntary work or any other experience.

Deliver Outcomes

Develop Others

Build relationships

Ideas and Solutions

Expertise – Needs to have

Role specific Requirements

Some roles have specific requirements. If there is nothing shown on this on the Role Profile ignore this section

Other essential requirements

Some roles have specific requirements. If there is nothing shown on this on the Role Profile ignore this section

Why have you applied for this role at Friends of the Earth?

If there is anything else you would like to say to support your application, please say it here.

Declaration

To the best of my knowledge the information that I have provided on this form is correct. Friends of the Earth may check the information given in this application form. I understand that if I deliberately leave out factual information or set out to mislead Friends of the Earth, they may disqualify me from consideration, or if they have employed me, it could lead to my dismissal.

We may also use the information if there is a complaint or challenge connected to this recruitment process.

Data Protection Act 1998. In submitting this application I agree that Friends of the Earth may collect the personal data it contains and use that data for human resource management and training purposes only.

Signed / Checked

Dated

Thank you for taking the time to apply to Friends of the Earth. Before you send us your application please take a minute now to read it through and check that you are happy with it. Have you saved or taken a copy for your own reference? Please make sure that your form reaches us by 4.00 pm on the closing date for the role.



**Friends of
the Earth**

Returning your application form by post

Please return your completed form to:
Human Resources Team
Friends of the Earth
26 - 28 Underwood Street
LONDON. N1 7JQ

Personal Details

EQUAL OPPORTUNITIES MONITORING FORM

Friends of the Earth wants to make sure that all applicants for employment receive fair treatment when they apply for a job with us regardless of gender, race, age, ethnic origin, class, sexual orientation or marital status.

In order to help us monitor our recruitment process, we would appreciate it if you would answer the questions below.

The information you give us is confidential. When we receive your application Human Resources will take this sheet out. Those who short list or interview for the role do not see it. We do ask for your name so that we can check who is short-listed for interview and appointed.

Role applied for _____

Ref _____

Family name _____ First Name(s) _____

How did you hear about this vacancy/where did you first see this role advertised?

Gender: Male Female

Ethnic Origin

Asian or Asian British

Indian
Pakistani
Bangladeshi
Other Asian background

Black or Black British

Caribbean
African
Other black background

White

White British
White Irish
White other

Chinese or other ethnic group

Chinese
Other ethnic group

Mixed

White & Black Caribbean
White & Black African
White & Asian

Religion

What is your religion if any? _____

Disability

Disability Discrimination Act 1995 defines a disability as:
a physical or mental impairment which has a substantial and long-term (lasting more than 12 months) adverse effect on a person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability? Yes No

Please tell us what it is and how it affects you.

Note: If your disability means you need any adjustments to take part in this selection please make sure you have told us what these are on your application form so we can meet your needs.

Age

Under 25 25 – 34 35 - 44 45 – 54 55 – 64 65 and over

Sexual Orientation

Bisexual Gay man Heterosexual Lesbian Do not wish to answer

Thank you for your help