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**Application Form for Public Affairs and Communications Graduate Scheme 2019**

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| **Personal Details** |
| **Title** |  |
| **First Name** |  |
| **Surname** |  |
| **Preferred Contact Number** |  |
| **Address** |  |
| **Email Address**  |  |
| **Where did you hear about this vacancy?** |  |
| **Nationality** |  |
| **Are you eligible to work in the UK?** | Yes / No |
| **Do you have a full driving licence?** | Yes / No |
| **Are you flexible on where you can live in the UK?** | Yes / No |
| **Are you available to commence the graduate scheme in September 2019?** | Yes / No |
| **Do you require any special arrangements to be made for you to attend an assessment centre or interview?**  |  |
| **What classification of degree do you hold or expect to hold?** |  |

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| **Education and Qualifications****Please provide the most recent place of education first and include professional/vocational qualifications as well as your A-level and degree results** |
| Place of Education | Date | Subject/s Studied | Level of Attainment | Grade |
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| **Employment History****Please include voluntary work where applicable** |
| Employer’s Name | Job Title | Key Responsibilities & Achievements |
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| **Please give your impression of the NFU effectiveness and impact of its public campaigns and lobbying of MPs. Maximum 500 words** |
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| **Please tell us about a great team you have been in, what was your role and how did you contribute to its success? Maximum 300 words** |
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| **Please tell us about a time when you experienced a setback. How did you feel and what did you do? With the benefit of hindsight how would you approach the situation differently? Maximum 300 words** |
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| **Please provide an example of how you have adapted your communication style according to the audience that you are addressing. Maximum 300 words** |
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| **Additional Information****Please tell us about any extra-curricular achievements, positions of responsibility or additional skills that may be beneficial to your application. Maximum 300 words** |
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| **Do you have any involvement or connections with local, national or international politics? If so, please specify.** |
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| **Have you ever been charged with, summoned, convicted of or cautioned for any offence?****(Declaration subject to the Rehabilitation of Offenders Act 1974)** |
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To the best of my knowledge, the information given on this application form is true and comprehensive.  Should I be offered and accept employment with the NFU, I understand that if the information that I have provided on this application form is later found to be untrue or misleading the offer of employment may be withdrawn or may result in disciplinary action being taken against me which could result in my dismissal.

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| **Signed** |  |
| **Date** |       |

Completed application forms should be returned by Sunday 13th January 2019 to either:

1. recruitment@nfu.org.uk
2. HR Department, NFU, Agriculture House, Stoneleigh Park, Warwickshire. CV8 2TZ

Ref.

*Please note that this information will be separated from your application for selection purposes*

**STRICTLY CONFIDENTIAL – HR DEPARTMENT ONLY**

**Equal Opportunities Monitoring Form**

In order to assess the success of our equal opportunities policy, we would be grateful if you would complete the questionnaire below.

This information is classed as ‘sensitive data’ under the Data Protection Act 1998 and will be treated as such and used for HR purposes only. All information will be treated in confidence and will not be seen by staff directly involved in the recruitment or appointment processes.

Should you have any queries relating to this form, please do not hesitate to contact a member of the HR team.

**Please insert a ✓ below as appropriate**

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| **Gender** | **[ ]  Male**  | **[ ]  Female**  |

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| --- | --- | --- | --- | --- |
| **Age** |  **[ ]  under 21** | **[ ]  21 - 30** | **[ ]  31 - 40** | **[ ]  41 - 50** |
|  **[ ]  51 - 60**  | **[ ]  61 - 65**  |  |

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| **Marital Status** | **[ ]  Married / Civil Partnership**  | **[ ]  Single**  |
| **[ ]  Cohabiting**  | **[ ]  Prefer not to say**  |

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| **Religion** | **[ ]  None**  | **[ ]  Christian** |
| **[ ]  Buddhist** | **[ ]  Hindu** |
| **[ ]  Jewish** | **[ ]  Muslim** |
| **[ ]  Sikh** | **[ ]  Prefer not to say** |
| **[ ]  Other (please specify)** |

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| **Ethnic Origin** | **[ ]  White**  | **[ ]  Mixed** |
| **[ ]  Asian / Asian British** | **[ ]  Black / Black British** |
| **[ ]  Arab / Middle Eastern** | **[ ]  Chinese** |
| **[ ]  Prefer not to say** |
| **[ ]  Other (please specify)** |

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| **Sexual Orientation** | **[ ]  Same sex**  | **[ ]  Opposite sex** |
| **[ ]  Same and opposite sex** | **[ ]  Prefer not to say** |

The Equality Act 2010 defines a disability as “a physical or mental impairment which has a substantial and long-term adverse effect on (a person's) ability to carry out normal day-to-day activities”.

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| **Do you consider yourself to be disabled?** | **[ ]  Yes**  | **[ ]  No** |
| **[ ]  Prefer not to say** |