APPLICATION FOR EMPLOYMENT

Confidential Record

*This form must be completed fully and honestly.*

*If not applicable please write "Not Applicable" in the space provided.*

|  |  |
| --- | --- |
| APPLICATION DETAILS | |
| POSITION APPLIED FOR |  |
| DATE OF APPLICATION |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PERSONAL DETAILS | | | | | |
| Title |  | | foreNAME |  | |
| FAMILY NAME |  | | | | |
| Home Address | | | Current Address *(if different)* | | |
| Telephone No. | |  | Mobile No. | |  |
| Email Address | |  | | | |

Are you eligible for employment in the United Kingdom? Yes / No 🞏

What documentation can you provide in order to demonstrate this?

🞏 British Passport or EEA Passport 🞏 Birth Certificate

🞏 National Identity Card 🞏 Official document containing NI number

🞏 UK Residence Permit 🞏 UK work permit

🞏 Letter from the Home Office 🞏 Immigration Status Document

|  |  |  |  |
| --- | --- | --- | --- |
| EDUCATION & QUALIFICATIONS *(starting with most recent)* | | | |
| INSTITUTION *(Name & Address)* | TITLE OF AWARD  *(e.g. A-level / Degree etc.)* | | RESULTS *(Achieved/ Expected)* |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| MEMBERSHIP OF PROFESSIONAL BODIES | | | |
|  | | | |
| POST-GRADUATE RESEARCH AND PUBLICATIONS | | | |
|  | | | |
| EMPLOYMENT EXPERIENCE *(starting with most recent. Please add additional employment boxes as necessary)* | | | |
| Company: | | | |
| Address: | | | |
| Nature of business: | | Notice period: | |
| Employment dates: | | Reasons for leaving: | |
| Most recent position held & nature of duties:  . | | Previous positions held (with dates): | |
|  | | | |
| Company: | | Reasons for leaving: | |
| Address: | | | |
| Employment dates: | | | |
|  | | | |

|  |  |
| --- | --- |
| Company: | Reasons for leaving: |
| Address: | |
| Employment dates: | |
| Position held & nature of duties: | |
| *In the following sections, the Trust is looking for evidence that you have the right level of competencies to do the job. Please provide the most relevant examples in relation to the job you are applying for.* | |
| RELEVANT EMPLOYMENT EXPERIENCES | |
| FIELDWORK EXPERIENCE  *(Use the space below to provide your best examples of fieldwork experience and your role at the time)* | |
|  | |
| COMMUNICATION  *(Use the space below to provide your best examples of how you communicate to achieve impact among a cross-section of people e.g. schoolchildren, community groups, land managers. Examples may include one-to-one discussion, meetings, presentations, media coverage (including social media) etc.)* | |
|  | |
| IT SKILLS  *(Use the space below to outline your competency level with IT including MS Office, mapping and database systems, visual equipment, interacting with social media etc.)* | |
|  | |
| TEAM WORKING  *(Use the space below to provide your best examples of how you have worked as part of a team and achieved the best results for the team)* | |
|  | |
| DESIRABLE QUALITIES  *(Use the space below to highlight what you could contribute from the Ideal Candidate list of desirable qualities not covered above)* | |
|  | |
| ADDITIONAL INFORMATION  Please outline why you feel you are suitable for this job, referring to the job specification in particular for areas not covered by previous sections. | |
|  | |

|  |  |  |
| --- | --- | --- |
| REFERENCES | | |
| REFEREE ONE |  | REFEREE TWO |
| Name |  | Name |
| Job title |  | Job title |
| Address |  | Address |
| Tel |  | Tel |
| Email |  | Email |
| In what capacity does your referee know you? |  | In what capacity does your referee know you? |

|  |
| --- |
| 🞏 Please tick to confirm that you have a current driving licence (this is a requirement of the post). |

DECLARATION

*I authorise The Vincent Wildlife Trust to obtain references to support this application once an offer has been made and accepted. To the best of my knowledge all the information I have given is true. I understand that any false statement may disqualify me from employment or render me liable to dismissal. I give my consent to my personal information being processed in relation to my application for employment. Data Protection Act - the information given to us in this form will only be used in relation to your application for employment. By signing this declaration you are giving us your express consent to retain and process this information under the Data Protection Act 1998.*

SIGNATURE DATE

Please email your application to [elizabethcroose@vwt.org.uk](mailto:elizabethcroose@vwt.org.uk) (Subject: Pine Marten Project Officer application)

or by post (marked job application – Pine Marten Project Officer post) to:

The Vincent Wildlife Trust, 3 & 4 Bronsil Courtyard, Eastnor, Ledbury, Herefordshire HR8 1EP

DEADLINE FOR RECEIPT OF APPLICATIONS – 12th May 2017 at 1700hrs