

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	Mr/Ms/Mrs/Miss/Other____	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 Other_____

EDUCATION and QUALIFICATIONS (starting with most recent)

INSTITUTION (Name and Address)	TITLE OF AWARD (e.g. A-level/Degree etc.)	RESULTS (Achieved/Expected)

MEMBERSHIP OF PROFESSIONAL BODIES

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 and nature of duties:	Previous positions held (with dates):
Company:	Reasons for leaving:
Address:	
Employment dates:	
Position held and nature of duties:	

Company:	Reasons for leaving:
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Address:

Employment dates:

Position held and 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

WORKLOAD MANAGEMENT *(Use the space below to provide evidence of your ability to meet agreed deadlines, multi-task and prioritise your workload)*

TEAM LEADERSHIP *(Use the space below to provide your best examples of how you have motivated teams, and situations where your leadership has led to significant results for the team)*

BUSINESS MANAGEMENT SKILLS *(Use this space to give examples of how your management experience can support the CEO and the senior management team)*

Use the space below to provide your best examples of where you have led new developments that have resulted in positive changes for your team, project or organisation

COMMUNICATION

(Use the space below to provide evidence of how you have used your communication and interpersonal skills to explain and present financial matters to non-financial audiences)

WHY DO YOU THINK YOU ARE SUITED TO THIS VACANCY? *(please refer specifically to the bullet points in the 'Candidate Profile' to structure your answer. This section should be a maximum of 600 words.*

PERSONAL INTERESTS and ACHIEVEMENTS

(Use the space below to list any spare time activities)

PLEASE USE THIS SPACE FOR ANY ADDITIONAL RELEVANT INFORMATION

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 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 hilarymacmillan@vwt.org.uk (Subject: Head of Finance post) or **by post** (marked job application – HoF post) to:

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

DEADLINE FOR RECEIPT OF APPLICATIONS – Friday 8th March 2019 at 17:00hrs