Application for employment

Confidential Record

*This form must be completed fully and honestly.*

*If not applicable, please write ‘Not Applicable’ in the space provided.*

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| --- | --- |
| Application details | |
| Position applied for | Volunteering and Community Engagement Officer |
| Date of application |  |

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| --- | --- | --- | --- | --- | --- |
| Personal details | | | | | |
| Title | Mr/Ms/Mrs/Miss/Dr/ Prof/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 🞏 Birth Certificate

🞏 National Identity Card 🞏 Official document containing NI number

🞏 UK Residence Permit 🞏 UK work permit

🞏 Letter from the Home Office 🞏 Immigration Status Document

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| Education and qualifications *(starting with the most recent)* | | | |
| INSTITUTION *(Name and Address)* | TITLE OF AWARD  *(eg, A-level/Degree etc.)* | | RESULTS *(Achieved/Expected)* |
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|  |  | |  |
|  |  | |  |
| Membership of professional bodies | | | |
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| Employment history *(Starting with the 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: | | | |

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| *In the following sections, the Trust is looking for evidence that demonstrates you have the right level of competencies to do the job. Please provide the most relevant and recent examples in relation to this job.* |

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| Relevant employment experiences |
| Managing Volunteers  *(Use the space below to provide evidence of your skills and experiences in this area)* |
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| Communication and Stakeholder Engagement  *(Use the space below to provide evidence of your skills and experiences in this area)* |
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| Additional information  Please outline why you are motivated to take up this position and why you feel you are suitable for this post. (Please refer specifically to the bullet points in the ‘Candidate Profile’ to structure your answer.) |
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| --- | --- | --- |
| 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? |

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| 🞏 Please tick to indicate that you have a current driving licence (this is required for 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.*

|  |
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| **SIGNATURE ……………………………………………………………………………………… DATE ………………………………………………** |

Please email your application to [helenhenderson@vwt.org.uk](mailto:helenhenderson@vwt.org.uk) (Subject: Volunteering and Community Engagement Officer)

Or, if this is not possible, by post (marked ‘Job application – Volunteering and Community Engagement Officer’) to:

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

Deadline for receipt of applications – Friday 24 July 2020 at 17:00hrs