A picture containing icon

Description automatically generatedApplication 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 | Project Manager – *Martens on the Move* |
| 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 *(Please start 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 | | | |
|  | | | |
| Employment History *(Please start 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 |
| **Project Management**  Use the space below to provide your best examples of how you developed, managed and reported on projects. Provide details of any complex multi-partner projects that you have managed. |
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| **Wildlife Conservation**  Use the space below to provide the best examples of your experience working in the field of wildlife conservation. Provide information on how you have worked with partners, stakeholders and volunteers to benefit species you have worked on. |
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| **Communications**  Use the space below to provide your best examples of how you have communicated to achieve impact across a range of audiences, including online and face-to-face meetings, giving presentations, media coverage (including social media), and publications. |
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| **Networking**  Use the space below to show how you have successfully developed contacts and opportunities to benefit both the organisations you have worked with and the projects you have worked on. |
|  |
| **Funding**  Use the space below to provide your best examples of the experience you have in writing funding bids and/or managing funder requirements. |
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| **IT Skills**  Use the space below to outline your competency level with IT, including MS Office, mapping and database systems, interacting with social media, etc. |
|  |
| **Desirable Experience and Skills**  Use the space below to highlight what you could contribute from the Ideal Candidate Profile list of Desirable Experience and Skills not covered above. |
|  |
| **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 ‘Ideal Candidate Profile’ to structure your answer.) |
|  |

|  |  |  |
| --- | --- | --- |
| 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.*

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

Please email your application to [helenhenderson@vwt.org.uk](mailto:helenhenderson@vwt.org.uk) (Subject: Project Manager – *Martens on the Move*)

Or, if this is not possible, by post (marked ‘Job application – Project Manager – *Martens on the Move’*) to:

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

Deadline for receipt of applications: 5pm on Friday 18 March 2022

Interviews will be held on 30 and 31 March