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.*

|  |  |
| --- | --- |
| Application details | |
| Position applied for | Administration Assistant |
| Date of application |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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

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

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

|  |
| --- |
| Relevant employment experiences |
| Working as an administrator  *(Use the space below to provide evidence of your skills and experiences in this area)* |
|  |
| Excellent telephone and communications skills  *(Use the space below to provide evidence of your skills and experiences in this area)* |
|  |
| Computer literate; Office 365 basic application experience  *(Use the space below to provide evidence of your skills and experiences in this area)* |
|  |
| 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.) |
|  |

|  |  |  |
| --- | --- | --- |
| 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 indicate that you have a current driving licence (this is required for the post). |

Where did you hear about our Administration Assistant post?

Indeed  Website  Facebook

Other—please specify

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: Administration Assistant)

Or, if this is not possible, by post (marked ‘Job application – Administration Assistant’) to:

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

Deadline for receipt of applications – Friday 22 April 2022 at 17:00hrs