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 |  |
| 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

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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)* |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
| 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: | | | | |
| Company: | | | Reasons for leaving: | | |
| Address: | | | | | |
| Employment dates: | | | | | |
| Position held and nature of duties: | | | | | |
| Company | | Reasons for leaving: | | | |
| Address: | | | | | |
| Employment dates: | | | | | |
| Position held and nature of duties: | | | | | |
|  | | | | | |
| 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 |
| **Leading grant fundraising**  Use the space below to provide your best examples of the experience you have in leading grant fundraising. |
|  |
| **Leading unrestricted fundraising**  Use the space below to provide your best examples of the experience you have in leading unrestricted fundraising. |
|  |
| **Team Leadership**  Use the space below to provide your experience of the team(s) you have led, how you have motivated them, any new initiatives you have introduced and situations where your leadership has led to significant positive results for the team(s). |
|  |
| **Project Management**  Use the space below to provide your best examples of how you have developed, managed and reported on projects and how their impact has been measured. |
|  |
| **Networking**  Use the space below to show how you have successfully developed contacts and opportunities to benefit the organisations you have worked with. |
|  |
| **IT Skills**  Use the space below to outline your competency level with IT, including MS Office, CRM, Social Media platforms, etc. |
|  |
| **Communications**  Use the space below to provide your best examples of how you communicate to achieve impact; for example, articles you have published, media coverage (including social media), and giving presentations. |
|  |
| **Budgets**  Use the space below to show your experience of how you have successfully managed budgets. |
|  |
| **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). |
|  |

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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 2018 — 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 2018.*

|  |
| --- |
| **SIGNATURE** |

Please email your application to [hr@vwt.org.uk](mailto:hr@vwt.org.uk) (Subject: Fundraising and Communications Manager)

Or, if this is not possible, by post (marked ‘Job application – Fundraising and Communications Manager’) to:

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

Deadline for receipt of applications: 17:00 on Monday 28 August 2023