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 | **Project Officer (Martens on the Move)** |
| Please indicate which post you are applying for | Post 1 (English/Welsh borders) Post 2 (English/Scottish borders)  I am interested in applying for either post |
| 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

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| Education and qualifications *(starting with the most recent)* | | | |
| INSTITUTION *(Name and Address)* | AWARD and SUBJECT  *(eg, 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: | | | |

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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 |
| **Working with volunteers**  Use the space below to provide your best examples of the experience you have in engaging, training and coordinating volunteers. |
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| **Wildlife conservation**  Use the space below to provide evidence of your experience that demonstrates a commitment to wildlife conservation. |
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| **Fieldwork**  Use the space below to provide evidence of your experience organising and conducting ecological surveys and monitoring methods for projects, including the coordination and briefing of volunteers and staff, and providing the necessary equipment and materials. |
|  |
| **Communications**  Use the space below to provide evidence of your interpersonal and communication skills, including your experience inspiring a wide cross-section of people (such as volunteers, land managers and community groups), giving presentations, and interacting through social media and the press. |
|  |
| **IT skills**  Use the space below to outline your competency level with IT, including MS Office, GIS mapping and database systems, and visual and audio recording equipment. |
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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 Job Description and 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? |

|  |
| --- |
| 🞏 Please tick to indicate that you have a full, valid 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 [hr@vwt.org.uk](mailto:hr@vwt.org.uk) (Subject: Project Officer – Martens on the Move)

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

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

Deadline for receipt of applications: Thursday 11 January 2024 at 17:00hrs