

**CONFIDENTIAL**

**APPLICATION FORM**

**APPLICATION FOR** **THE POST OF:**

**Advert Source:**

**Closing date:**

Send completed application form to: recruitment@cornwallwildlifetrust.org.uk

**Notes:** Complete in black pen or typescript for copying purposes

 Please answer all questions

 **Do not** attach a CV as it will **not** be considered

|  |  |
| --- | --- |
| Surname | First Name |
| AddressPost Code |

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| **Personal Details**  |

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| E-mail address |

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| **Education – Secondary, Higher & Further Levels (most recent first)** |
| School/College/University attended | Qualifications (state levels/grades achieved) |
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Please continue on a separate sheet if necessary

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| **Training and Development** |
| Please include details of any training attended or currently undertaking (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application |
| Subject | Place of study | Qualification (if relevant) | Year |
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| **Membership of Professional Bodies** |
| Name of institute/professional body | Current level of membership | Membership Number |
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| **Present or Most Recent Employment** |
| Employer (organisation name and address)Type of business |
| Role held |
| Please give a brief outline of the duties and responsibilities of this role |
| **Length of service**Date from: Date to:Current salary: |
| Full time Part time  |
| Are you still employed? Yes No **If yes,** amount of notice required:**If no,** the date employment ended and your reason for leaving: |
| **Previous Employment** (please list in chronological order beginning with the most recent and please explain any gaps in employment) |
| Employer’s name and address | Position and Salary | Full/Part Time | Dates from/to | Reason for leaving |
|  |  |  |  |  |
| Main Duties: |
| Employer’s name and address | Position and Salary | Full/Part Time | Dates from/to | Reason for leaving |
|  |  |  |  |  |
| Main Duties: |
| Employer’s name and address | Position and Salary | Full/Part Time | Dates from/to | Reason for leaving |
|  |  |  |  |  |
| Main Duties: |

(Please continue on a separate sheet if necessary)

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| **Relevant Skills, Abilities, Knowledge and Experience** |

Please state how your skills, abilities, knowledge and experience enable you to fulfil the requirements of the post as detailed in the Person Specification, with particular focus on the ESSENTIAL points from the Person Specification. (Maximum of 2 sides of A4)

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| **Other Information** |

Please give details of voluntary activities, interests, public duties undertaken, etc:

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Do you have a full, clean driving licence? Yes No

Do you have access to a car for use during working hours? Yes No

**Eligibility to work in the UK**

Do you have the legal right to live and work in the UK? Yes No

Is this subject to a work permit? Yes No

Applications in the first instance will be accepted only from those eligible. (You will need to produce photographic identification and proof of the above, if you are called to interview.)

**Criminal record**

Have you ever been convicted of a criminal offence Yes No

or do you have any charges pending?

Please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act (Exceptions) Order 1975 and/or (Northern Ireland) 1979.

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If offered this post, will you continue to work in any other capacity Yes No

(This information enables us to monitor your weekly working time)

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| **Referees** |

Please give details of **two** people, not related to you, who may be approached as to your suitability for the post, one of whom should be your present/most recent employer; the second should be someone who is able to comment on your work abilities. (We shall normally only approach referees once you have been offered the role, unless you give express permission for us to request references beforehand.) All job offers are dependent upon references satisfactory to the organisation.

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| **Referee 1** | **Referee 2** |
| Full Name |  | Full Name |  |
| Job Title/Position held |  | Job Title/Position held |  |
| Address |  | Address |  |
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| E-mail address |  | E-mail address |  |
| Relationshipto you |  | Relationshipto you |  |

Please tick box if you prefer that we **do not** contact the referee/s prior to interview

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| **Equal Opportunities** |

All job applicants will be treated fairly. Selection for employment, promotion and training will be on the basis of aptitude and ability.

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| **Data Protection** |

Personal data supplied by you will be used only for the purposes of this application. If, however, you are offered and accept the role, the Application Form will form part of your personnel file.

(Unsuccessful application forms will be destroyed after 12 months.)

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| **Privacy Statement** |

To find out how we use and protect your personal data, please read our Privacy Policy [*www.cornwallwildlifetrust.org.uk/privacy-policy-and-tc* or telephone *01872 273939*](http://www.cornwallwildlifetrust.org.uk/privacy-policy-and-tc%20or%20telephone%2001872%20273939)

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| **Declaration by Applicant** |

You are required to answer all questions openly and honestly. Failure to do so will jeopardise your application. If we employ you and later discover that you have failed to answer questions openly and honestly and/or have misled us in any way, we will not be able to continue to employ you. Trust and integrity are important values for us.

I confirm that I have completed the form myself and that the information provided is true and accurate.

I accept that if any of the enclosed information is found to be inaccurate/untrue after my appointment, I may be liable for dismissal without notice.

And:

I hereby authorise Cornwall Wildlife Trust to take up references from my present employer, my previous employer(s) or the people that I have submitted as personal referees before or after interview, as indicated above. In addition, I hereby authorise Cornwall Wildlife Trust to take up other reference checks as deemed appropriate (e.g. CRB reference).

I hereby give my consent to Cornwall Wildlife Trust processing and retaining the data supplied in this application form for an appropriate period of time for the purposes of recruitment, selection and employment.

Signed ………………………………………………………………………… Date ………………………….

(Print Name) ……………………………………………………………………………………………………