### **APPLICATION FORM**

**Applying for:**

***The decision to shortlist for interview will be based on the information provided in this application.***

***Please use the space provided, or where necessary a continuation sheet. Please do not delete boxes.***

## **PERSONAL DETAILS**

|  |  |
| --- | --- |
| SURNAME  *Title for correspondence (eg Mr/Mrs/Ms/Dr)* | FORENAMES |
| ADDRESS  HOME TELEPHONE NO.  MOBILE TELEPHONE NO.  EMAIL ADDRESS | |

May we, with discretion, phone you at work? Yes / No

Do you require a work permit? Yes / No

If Yes, do you hold a current work permit? Yes / No

## **PRESENT EMPLOYMENT**

|  |  |
| --- | --- |
| EMPLOYER’S NAME, ADDRESS AND NATURE OF BUSINESS | |
| POSITION HELD | CURRENT SALARY |
| DATE OF APPOINTMENT | NOTICE REQUIRED |
| REASONS FOR WISHING TO LEAVE | |
| MAIN DUTIES AND RESPONSIBILITIES | |

## **EMPLOYMENT HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| EMPLOYER’S NAME | ROLE | DATES EMPLOYED | REASON FOR LEAVING |

## **EDUCATION HISTORY**

|  |  |
| --- | --- |
| **SCHOOL, COLLEGE, UNIVERSITY** | **QUALIFICATIONS** |
|  |  |

PERSONAL STATEMENT: skills, experience and reasons for applying

|  |
| --- |
|  |

Please ensure that you provide details of how you meet the role requirements. If you do not provide sufficient information the interview panel will not be able to assess your application (max 1000 words).

## **TRAINING AND DEVELOPMENT**

|  |
| --- |
| DETAIL TRAINING AND DEVELOPMENT UNDERTAKEN INCLUDING COURSES ATTENDED |

## **REFERENCES**

|  |  |
| --- | --- |
| PLEASE GIVE DETAILS OF TWO PERSONS WHO WILL PROVIDE A REFERENCE FOR YOU. NEITHER SHOULD BE A RELATIVE AND ONE SHOULD BE YOUR PRESENT, OR IF YOU ARE UNEMPLOYED, LAST EMPLOYER.  ***MAY WE CONTACT YOUR REFEREES BEFORE INTERVIEW?***  ***REFEREE 1 YES/NO REFEREE 2 YES/NO*** | |
| NAME  POSITION  ADDRESS  TELEPHONE NO.  EMAIL  RELATIONSHIP TO YOU | NAME  POSITION  ADDRESS  TELEPHONE NO.  EMAIL  RELATIONSHIP TO YOU |

**DECLARATION**

|  |
| --- |
| **I declare that the information given in this application is true. I accept that giving false information will disqualify me from being appointed or, if appointed, may result in my dismissal.**  **Signature: Date:** |

**Equality and Diversity Monitoring Form**

Wildlife and Countryside Linkaims to be a diverse employer. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce to help in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

**Gender** Man  Woman  Intersex  Non-binary Prefer not to say

If you prefer to use your own term, please specify here ……………………………………………………………….

**Age** 16-24 25-29  30-34  35-39 40-44  45-49  50-54 55-59  60-64  65+  Prefer not to say

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English  Welsh  Scottish  Northern Irish  Irish

British  Gypsy or Irish Traveller  Prefer not to say

Any other white background, please write in:

***Asian/Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African  Caribbean  Prefer not to say

Any other Black/African/Caribbean background, please write in:

***Multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian Prefer not to say  Any other mixed background, please write in:

***Other ethnic group***

Prefer not to say Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability at work? Please write in here:

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual  Prefer not to say

If you prefer another term, please specify here ……………………………………………….….