 

 **APPLICATION FORM**

**Closing date 18 April 2019 – 9.00am**

 **(APPLICATIONS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED)**

**Interview date to be confirmed**

**PLEASE READ THE NOTE BELOW PRIOR TO COMPLETING:**

*Please complete* ***all sections*** *of the form and return by email to* *hr@shropshirewildlifetrust.org.uk* *. You may continue on blank paper, and if you wish to add a supporting letter/CV for information. Please note CVs will only be accepted with a fully completed application form and* ***must not*** show date of birth. *Forms received with missing information will not be considered – please check before submitting.*

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| PERSONAL INFORMATION |
| Family Name/Surname: |
| Initials: |
| Previous names (if any): |
| Address: |
| Telephone numbers: |
| Next of Kin name and telephone no |
| Email address: |
| Do you have a full driving licence? |
| Do you have the legal right to work in the UK? |
| Is this subject to having a work permit? |
| You will need to provide photographic identification and proof of the above if invited for interview. |
| **Criminal Record**. (This post-holder may be asked to undergo checks by the Disclosure and Barring Service see job description for post applied for)**Rehabilitation of Offenders Act 1974Please note: Any details provided will be treated in the strictest confidence and will not automatically exclude you from being considered for this vacancy.The Rehabilitation of Offenders Act 1974 allows an employer to ask any applicant whether or not they have any unspent criminal convictions. Convictions are not necessarily a bar to obtaining a position. Please do not include convictions which are “spent” by virtue of the provision of the Rehabilitation of Offenders Act 1974, unless the job you are applying for is exempt under the Act, in which case a Disclosure will be required from the successful candidate, from the Disclosure and Barring Service. This will be indicated in the Job Description.**Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf) Yes\*/No\*If answering Yes please continue on a separate sheetThe amendments  to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.’ |
| **Health & Disability.**Do you have a disability as defined by the Equality Act 2010?Shropshire Wildlife Trust runs a guaranteed interview scheme – see note in application packWill you require any reasonable adjustments to be made as part of the recruitment process? |

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| GENERAL INFORMATION: |
| EDUCATION |
| Qualifications will only be taken into account where they are required for the post. It is not necessary to list every exam that you have undertaken, just the qualification/s gained. If you require extra sheets please mark these with your full name and the post for which you are applying. |
| School/establishment attended Qualifications gained |
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| **FURTHER EDUCATION & PROFESSIONAL QUALIFICATIONS**  |
| College / University Qualifications gained |
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| **PROFESSIONAL TRAINING** |
| It is not necessary to list every training course that you have attended. Please list those courses you feel are relevant to the position for which you are applying. If you require extra sheets please mark these with your full name and the post for which you are applying. |
| Course title Length of course  |
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| **MEMBERSHIP OF PROFESSIONAL BODIES (inc dates)** |
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| **PRESENT EMPLOYER/VOLUNTARY WORK (Or last employment if not currently employed)** |
| You should include details of your current or most recent employment or voluntary work. We require a brief synopsis of your main duties and responsibilities of your current post.  |
| Name and address of Employer: Position held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Brief outline of duties and responsibilities: Reason for leaving:Salary on leaving:  |
| PREVIOUS EMPLOYER/VOLUNTARY WORK  |
| Please account for any periods of time not spent in employment e.g. Full time education or other circumstances. |
| From | To | Name and Address of Employer | Job Title and Main Responsibilities | Reason for Leaving |
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| SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND ATTRIBUTES |
| This section is vital. We require that you give us specific information in support of your application to enable us to make an informed decision when short listing for interview. | 3. You must give practical examples of how you meet the criteria. You can refer to your academic, professional, voluntary or personal life in providing these examples.  |
| You must demonstrate that you satisfy the essential criteria within the Person Specifications. You can use these criteria as headings for your response. Also comment on the desirable criteria and personal attributes. | Please use extra sheets (A4 size) if required, marking them with your full name and the job for which you are applying. |
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| **ADDITIONAL ACTIVITIES**  |
| Please detail any external activities that you participate in or membership of any clubs or societies that support your application: |
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| **REFERENCES – Please provide contact details of a minimum of two references and an indication of when we can contact them. One should be your current employer (if in employment)** |
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**General Data Protection Regulations (GDPR):** Shropshire Wildlife Trust has a Data Privacy Policy and your data will be stored and used in accordance with this Policy. Candidate data is used for recruitment purposes only and Shropshire Wildlife Trust sources candidates lawfully.

We will store your data and will not share it with anyone else. We would like to keep this data until our open role is filled, however we cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you. When that period is over, we will either delete your data or inform you that we will keep it in our database for future roles.

Our **Privacy Policy** is available at: https://www.shropshirewildlifetrust.org.uk/privacy-policy (hard copy available upon request). In this policy you will find information about our compliance with GDPR (data protection law.) You can find how to send us a request to let you access your data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data.

You have the right to lodge a complaint about the way we handle your data by contacting our Data Protection Officer Sheila McNeil at 01743 284 299 for more information or concerns.

**Declaration**

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I give my consent to Shropshire Wildlife Trust processing the data supplied on this form for the purpose of recruitment and selection.

Signature Date

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