**Candidate no:**

[office use only]

**APPLICATION FORM**

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| **INSTRUCTIONS: PLEASE READ** | |
| * Please complete this form in black pen or typescript * This form is available on our website, **www.wildlifebcn.org**,or we can email it to you upon request: contact [recruitment@wildlifebcn.org](mailto:recruitment@wildlifebcn.org) * CVs unaccompanied by this completed Application Form will not be considered * All questions marked with an asterisk (\*) are mandatory | |
| **PLEASE COMPLETE AND RETURN TO:**  The HR Team  The Wildlife Trust BCN  The Manor House,  Broad Street  Cambourne  Cambridge CB23 6DH  **OR BY EMAIL TO:**  [Recruitment@wildlifebcn.org](mailto:Recruitment@wildlifebcn.org)  **CLOSING DATE:** 21st September 2018 | **APPLICATION FOR THE POST OF**  Administration and Projects Assistant  **INTERVIEW DATE:** 5th October 2018 |

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| **\*1 PERSONAL DETAILS** | |
| **SURNAME:** | **INITIALS:** |
| **ADDRESS:**          **POSTCODE:** | **DAYTIME TELEPHONE:**  **HOME TELEPHONE:**  **MOBILE TELEPHONE:**  **EMAIL:** |

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| \***2 PRESENT OR MOST RECENT EMPLOYMENT** | |
| **NAME OF EMPLOYER:**  **ADDRESS OF EMPLOYER:**          **POSTCODE:** | **POST HELD:** |
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| **DATE OF COMMENCEMENT:**  **DATE OF LEAVING** (if applicable): |
| **PERIOD OF NOTICE REQUIRED:** |
| *Please give a brief description of your most recent duties and responsibilities* | |

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| **\*3 PREVIOUS EMPLOYMENT AND/OR ACTIVITIES DURING THE LAST TEN YEARS (please start with the most recent)** | | | |
| **FROM** [month/year] | **TO** [month/year] | **EMPLOYER** | **POSITION** |
|  |  |  |  |

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| **\*4 EDUCATION AND TRAINING** | | | | |
| *Please include relevant specialist in-house training, short courses, degrees etc* | | | | |
| **INSTITUTION/ ORGANISATION** | **NAME/BRIEF DESCRIPTION OF COURSE** | **TYPE OF QUALIFICATION** | **GRADE** | **DATE** |
|  |  |  |  |  |
| **\*5 IN SUPPORT OF YOUR APPLICATION**  A person specification is available online (or was included in the information sent to you by post / email) which details the knowledge, skills and attributes required for the position. In support of your application please give details along with examples, which demonstrate your experience, knowledge, skills and abilities, and behaviours relevant to the person specification (use the statements listed in the person specification as headings. You may combine related statements) and explain how and where these were gained whether at or outside of work. Continue on / attach / or insert a separate sheet/document if necessary. | | | | |
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| **\*6 CRIMINAL RECORD** |
| **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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| **\*7 REFERENCES** | |
| *Please give details of two people, not related to you, who may be approached for references as to your suitability for the post. One should be your present employer (last employer if not currently employed). The second should be someone who is able to comment on your work abilities.* | |
| **(1) NAME:**  **ADDRESS:**          **POSTCODE:**  **POSITION:**  **TELEPHONE NO:**  **EMAIL ADDRESS:** | **(2) NAME:**  **ADDRESS:**          **POSTCODE:**  **POSITION:**  **TELEPHONE NO:**  **EMAIL ADDRESS:** |
| **DO YOU HAVE ANY OBJECTIONS TO REFERENCES BEING SOUGHT PRIOR TO INTERVIEW?**  **YES**  **NO** | |
| **I CONFIRM THAT TO THE BEST OF KNOWLEDGE THE INFORMATION GIVEN ON THIS FORM IS CORRECT.** | |
| **Signature:**  *NB an electronic signature is acceptable* | **Date:** |
| **Where Did You Find the Vacancy Advertised?**  To help us with future recruitment, please indicate where you saw this vacancy advertised (optional): | |

**Recruitment Data Privacy Statement**

**In order to operate the Wildlife Trust for Bedfordshire, Cambridgeshire, and Northamptonshire’s (“The Trust”) recruitment system, we will collect and store personal information you submit to it via this recruitment form and any CV that you may provide. Most of the information on this form is mandatory in order for the Trust to consider your application or to meet its statutory monitoring and reporting responsibilities. However, where indicated, some of the information is optional and you can choose not to complete.**

***For more details on how we use your data see*** [***www.wildlifebcn.org/privacy***](http://www.wildlifebcn.org/privacy)***.***

## Important Information for Applicants

Under the Immigration, Asylum and Nationality Act 2006, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All shortlisted candidates will therefore be asked to provide documentary proof of this during the interview process and we will be required to take a copy of the successful candidates’ documents before the work commences.

Please note, **If you are a non-EU citizen and you don’t have the relevant Visa to be able to work in the UK**, we would only be able to apply for a Certificate of Sponsorship from the UK Border Agency if we can show we have met the Resident Labour Market Test and you are able to meet the required points needed under the new points-based system. For more information please visit the UK Border Agency website: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk/)

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| **Would you be happy to hear from us about project updates, events, volunteering opportunities and fundraising news by:** |
| Post                  Yes / No  Telephone        Yes / No  E-mail               Yes / No  SMS Text          Yes / No  We will send you information as per your instructions above.  Please tick this box if you do not want any further communications from the Trust □  If at any time you would like to change how we keep in touch, simply tell us  and we’ll act on it straight away. |