**Candidate no: \_\_\_\_\_\_\_\_**[office use only]

**VOLUNTEER RESERVE OFFICER APPLICATION FORM**

|  |  |
| --- | --- |
| **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 ian.hilbert@wildlifetrustbcn.org * You are welcome to attach a CV but CVs without a fully completed application form will not be considered * Please answer **all** questions * This application is for a voluntary position, not a paid job | |
| **PLEASE COMPLETE AND RETURN TO:**  Ian Hilbert  Lings House  Off Lings Way  Billing Lings  Northampton  NN3 8BE  **OR BY EMAIL TO:**  Ian.hilbert@wildlifebcn.org  **CLOSING DATE:** Friday 28th June 2019 | **Application for the volunteer role of**  Voluntary Reserves Officer x5 -  Bedfordshire x 1  Northamptonshire x 3  **INTERVIEW DATE:** Week beginning 8th July 2019 |

|  |  |
| --- | --- |
| **1 PERSONAL DETAILS** | |
| **Surname:** | **First name:** |
| **Address:**          **Postcode:** | **Daytime telephone:**  **Home telephone:**  **Mobile telephone:**  **Email:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2 EXPERIENCE HISTORY (PAID OR VOLUNTARY)** | | | | |
| *Please include any jobs or volunteering experience that you think may be relevant to this role. You can write about the skills you gained later in the form.* | | | | |
| **From** [month/year] | **To** [month/year] | **Organisation** | **Position/Role** | **Number of days or Full-/Part-time** |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3 RELEVANT EDUCATION AND TRAINING** | | | | |
| *Please include any specialist in-house training, short courses, degrees, etc* | | | | |
| **Institution/ Organisation** | **Name/brief description of course** | **Type of qualification** | **Grade** | **Date** |
|  |  |  |  |  |

|  |
| --- |
| **4 ROLE SUITABILITY** |
| *Before completing this section, please read the role details and person specification. Answer each question with relevant details of your experience, skills and knowledge gained in employment, volunteering or elsewhere.* |
| What experience do you have of practical conservation tasks or similar work? |
| What experience do you have of using hand tools, power tools and machinery? |
| When have you worked hard to complete a task, in a group or on your own? |
| What other skills or attributes do you have that you feel would make you suitable for this role? |
| What skills and experiences do you hope to get out of a volunteer placement with the Wildlife Trust and what do you see it leading to? |

|  |  |
| --- | --- |
| **5 DRIVING** | |
| Do you have a full driving license? |  |
| What date did you pass your driving test? |  |
| If this was after 1st January 1997, do you have any additional driving training e.g. Trailer towing B+E? |  |

|  |  |
| --- | --- |
| **6 Location** | |
| Please state if you have a preference to work in Bedfordshire or Northamptonshire |  |

|  |  |
| --- | --- |
| **I confirm that to the best of my knowledge the information given on this form is correct.** | |
| **Signature:**  *NB an electronic signature is acceptable* | **Date:** |

|  |
| --- |
| To help us with future recruitment, please indicate where you first saw this vacancy advertised: |

**Recruitment Data Privacy Statement**

**In order to operate the Wildlife Trust for Bedfordshire, Cambridgeshire, and Northamptonshire’s (“The Trust”) volunteer recruitment system, we will collect and store personal information you submit to it via this recruitment form and any CV that you may provide. The information requested on this form is mandatory in order for the Trust to consider your application or to meet its statutory monitoring and reporting responsibilities.**

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

|  |
| --- |
| **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. |