

**Somerset Wildlife Trust – Application for Employment**

|  |
| --- |
| **Please complete and return (along with completed EDI Monitoring form) to:** **recruitment@somersetwildlife.org****Please let us know if you require this document in a different format, or if you require any reasonable adjustments to help you during the recruitment process.** |

|  |
| --- |
| **POSITION APPLIED FOR:** |

|  |
| --- |
| **1. PERSONAL DETAILS** |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** |  | **Surname**  |  |
| **Permanent address** |  |
|  |
|  |
| **Postcode** |  | **Telephone number** |  |
| **Email address** |  |

|  |
| --- |
| **Are you eligible to live and work in the UK?** |

Yes [ ]  No [ ]

|  |
| --- |
| **Do you have a full UK driving licence?** |

Yes [ ]  No [ ]

|  |
| --- |
| **If you have points, how many?** |
|  |

|  |
| --- |
| **2. EDUCATION AND QUALIFICATIONS** |

|  |
| --- |
| **General education:** please give details of CSE/GCSE/GCE/O Levels and A Levels |
| *Name and address of establishment* | *Subject* | *Level* | *Date* | *Grade* |
|  |  |  |  |  |

|  |
| --- |
| **Further education:** university degrees, professional qualifications, technical certificates, diplomas, etc. Please give dates and grades: |
| *Name and address of establishment* | *Qualification* | *Date* |
|  |  |  |

|  |
| --- |
| **Training courses attended that you feel are relevant to this post:** |
|  |

|  |
| --- |
| **3. EMPLOYMENT HISTORY** |

|  |  |
| --- | --- |
| **Present employer:** |  |
| **Role:** |  |
| **Date started:** |  |
| **Main responsibilities:** |  |
| **Reason for leaving:** |  |
| **Full or part time** |  | **Notice period:** |  | **Current salary:** |  |

|  |
| --- |
| **Previous employment:** please list in date order with most recent first. |
| **Employer** | **Role** | **From** | **To** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Voluntary work** (if applicable): |
|  |

|  |
| --- |
| **Membership of professional bodies or other organisations** (if applicable): |
|  |
| **4. ABOUT YOU** |

|  |
| --- |
| **How I meet the Person Specification:** Please say how you meet the criteria required for the role, with specific reference to the job description  |
|  |

|  |
| --- |
| **Hobbies and interests:**  |
|  |

|  |
| --- |
| **5. REFEREES AND DECLARATION** |

Please give details of two referees, one of these must be your current employer.

**REFEREE 1:**

|  |  |
| --- | --- |
| **Name**  |  |
| **Position** |  |
| **Relationship to you** |  |
| **Telephone number** |  |
| **Email address** |  |

**REFEREE 2:**

|  |  |
| --- | --- |
| **Name**  |  |
| **Position** |  |
| **Relationship to you** |  |
| **Telephone number** |  |
| **Email address** |  |

**May we approach your current employer?** Yes [ ]  No [ ]

**Signed:………………………………………………… Date:……………………………………………………**

**Your Information:**

Somerset Wildlife Trust will use your information to process your application for employment under legitimate interests. For full details of our Privacy Policy and your rights please visit [Privacy Policy](https://www.somersetwildlife.org/policies/privacy-policy) or contact our data controller: Head of People, Culture & Resources, Somerset Wildlife Trust, 34 Wellington Road, Taunton, TA1 5AW