

**Somerset Wildlife Trust – Application for Employment**

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| **Please complete and return (along with completed EDI Monitoring form) to:** [**recruitment@somersetwildlife.org**](mailto: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.** |

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| **POSITION APPLIED FOR:** |

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| **1. PERSONAL DETAILS** |

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

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

Yes  No

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

Yes  No

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| **If you have points, how many?** |
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| **2. EDUCATION AND QUALIFICATIONS** |

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| **General education:** please give details of CSE/GCSE/GCE/O Levels and A Levels | | | | |
| *Name and address of establishment* | *Subject* | *Level* | *Date* | *Grade* |
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| **Further education:** university degrees, professional qualifications, technical certificates, diplomas, etc. Please give dates and grades: | | |
| *Name and address of establishment* | *Qualification* | *Date* |
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| **Training courses attended that you feel are relevant to this post:** |
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| **3. EMPLOYMENT HISTORY** |

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

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| **Previous employment:** please list in date order with most recent first. | | | | |
| **Employer** | **Role** | **From** | **To** | **Reason for leaving** |
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| **Voluntary work** (if applicable): |
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| **Membership of professional bodies or other organisations** (if applicable): |
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| **4. ABOUT YOU** |

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| **How I meet the Person Specification:** Please say how you meet the criteria required for the role, with specific reference to the job description |
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| **Hobbies and interests:** |
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| **5. REFEREES AND DECLARATION** |

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

**REFEREE 1:**

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| --- | --- |
| **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