

**Somerset Wildlife Trust – Application for Employment**

|  |
| --- |
| **Please complete and return (as either a Word or PDF document) 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.** |

|  |
| --- |
| **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?** |
|  |

|  |
| --- |
| **Do you consider yourself to have a disability?** |

*Whilst you do not have to declare a disability here, Somerset Wildlife Trust is committed to promoting employment opportunities for people with disabilities, who can face additional challenges to gaining employment.*

*As part of our ‘Disability Confident’ employer status, we endeavour to interview any person who declares a disability and meets the essential criteria for the job.*

*There may be occasions where it is not practicable or appropriate to interview all disabled people that meet the minimum criteria. For example, where there have been a high number of applications. In these circumstances we will select the disabled candidates who best meet the minimum criteria for the job rather than all of those that meet the minimum criteria.*

Yes  No  Prefer not to say

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

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

|  |
| --- |
| **6. EQUALITY AND DIVERSITY MONITORING** |

At Somerset Wildlife Trust, we are committed to providing equal opportunities and would really appreciate you taking the time to complete the short survey below.

The information is for monitoring purposes only and will not form part of the selection process.

**Link to Survey:** [**Somerset Wildlife Trust Equality and Diversity Monitoring Survey**](https://forms.office.com/Pages/ResponsePage.aspx?id=PBVmf4LqZ0uSMB6YPRhLIUAqfhaRdx5LmQf1yl3m5sFUQjVWVVk0Q0g5TDZYMjkxWEc2SE1ZN0w5VC4u)

|  |
| --- |
| **7. DECLARATION** |

**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