A picture containing animal, sitting, large, blue

Description automatically generated

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
|  | | **Confidential** | |  |
|  | | **Application for voluntary role:**  **Wild Trainee** | |  |
|  | | | | |
| **Surname:** | |  | | |
| **Forenames:** | |  | | |
| **Position applied for:** | |  | | |
|  | | | | |
| **Home Address:** | | | **Telephone No. (home):** | |
|  | | |  | |
|  | | |  | |
|  | | | **Mobile No. (if different):** | |
|  | |
|  | | |  | |
|  | | | **Email:** | |
|  | |
| **Postcode** |  | |  | |
|  | | | | |
| **Recruitment monitoring: Where did you learn of this vacancy/ role?** | | | | |
|  | | | | |
|  | | | | |
| * ***Please Refer to the guidance notes on how to complete this form.*** * ***Please answer all questions*** * **Deadline for applications 18th July 11:55pm** | | | | |

|  |
| --- |
| **Guidance notes for completing your application form** |
| We strongly advise all applicants to read these guidance notes before completing the application form:   * We will appoint the best candidate for every Wild Trainee voluntary role. To do this fairly we need all applicants to provide relevant information about themselves. This information should relate directly to the requirements of the traineeship, which are listed in the Role Description and which are regarded as essential in order to get the most from your traineeship. * Your application form should provide us with as much relevant information as possible. You should not assume that we will be familiar with the type of work/activities you have experienced in the past and therefore, you should provide detailed information. * Please complete all sections of the form. It may be helpful to do a rough draft first. You can complete it electronically or by hand, whichever you prefer, if by hand please check it is clearly legible. * The form asks for any relevant training and qualifications. We do not need a full account of your education here but please mention qualifications and/or training which are relevant (if any) to the traineeship. * **Additional Information is the most important part of the form. You should refer to the Role Description and provide detailed information under appropriate headings so we can assess each application fairly.** * If you do not use headings, it may be difficult for us to determine your suitability for the role, which may affect the likelihood of you being selected for an interview. * Curricula Vitae (CVs) will not be accepted as a part of the application scoring process. You must complete the application form in full so that we can receive the same type of information from all applicants and so that you directly address the requirements for the traineeship. |

|  |  |
| --- | --- |
| **Present or most recent paid, unpaid or student position** | |
| **Role/ course title** | ***Please give a brief description of the duties and responsibilities that you have carried out:*** |
|  |  |
| **Length of contract/ assignment** |
|  |
| **Type of organisation** |
|  |
| **Name and address of organisation** |
|  |
|  |
|  |
|  |
|  |
| **Dates of commencement/ leaving** |
|  |
| **Reason for leaving** |
|  |
| **Period of notice required** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous Roles (including voluntary)** | | | |
| **Position held and main duties** | **Organisation name and address/ type of organisation** | **Dates from/ to** | **Reason for leaving** |
| **Example:** |  |  |  |
| Gardening trainee (part time)   * Grass cutting * Hedge maintenance * Weeding | ‘Green thumb gardening’  13, Badger Drive,  Gloucester  Glos  Garden maintenance company | 01/04/2020 to  13/07/2021  (Weekend job) | To further my career |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualifications and professional development** | | | | |
| ***\*\*Please note- you do not need a degree or equivalent to apply for a Wild Trainee role! \*\**** | | | | |
|  | | | | |
| **Please give details of any relevant courses you have taken or qualifications you have gained, including specialist in-house training, short courses etc. Please also give details of the awarding body and dates of study / qualification. You may be asked to provide evidence of qualifications.** | | | | |
| **Name of Qualification or Course** | **Institution**  **e.g. Training Provider, College, Professional Body** | **Grades** | **Dates** | **Please indicate if gained on a full-time, part-time, or short course** |
| **Example:** |  |  |  |  |
| City & Guilds Level 2 Diploma in Countryside and Environment  Badger college,  Gloucester  Gloucestershire | College | Pass | 2020 (12-month course) | Full-time |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Driving licence and travel arrangements** | | | | |
| **Do you have a current UK-valid driving licence?** | **Yes** |  | **No** |  |
|  | | | | |
|  | | | | |
|  | | | | |
| **Are you willing to drive Gloucestershire Wildlife Trust- owned vehicles?** | **Yes** |  | **No** |  |
|  | | | | |
|  | | | | |
|  | | | | |
| **Please give details of any current endorsements (e.g., speeding penalties):** | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| **Do you have access to a motorised vehicle?** | **Yes** |  | **No** |  |
|  | | | | |
|  | | | | |
|  | | | | |
| **How will you travel to the location where your traineeship is based?** | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| **Criminal Record** | | | | |
| **Please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act (Exceptions) Order 1974 and/or (Northern Ireland) 1979.** | | | | |
|  | | | | |
|  | | | | |
|  | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Right to volunteer in the UK** | | | | | | | | | | | | |
| **The right to volunteer in the UK can be dependent on your citizenship and UK immigration status.** | | | | | | | | | | | | |
| **Are you are legally entitled to volunteer in the UK?** | | | | | | **Yes** | |  | **No** | |  | |
|  | | | | | | | | | | | |
| **References** | | | | | | | | | | | |
| **Please give details of two people, not related to you, who may be approached for references as to your suitability for the post.**  **The first should be your present or most recent employer, line manager or tutor. The second should be someone who is able to comment on your abilities in relation to the traineeship.** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Reference 1** | | | | **Reference 2** | | | | | | | |
| **Name:** | |  | | **Name:** | | |  | | | | |
| **Position:** | |  | | **Position:** | | |  | | | | |
| **Relationship to you:** | | | | **Relationship to you:** | | | | | | | |
|  | | | |  | | | | | | | |
| **Address:** | | | | **Address:** | | | | | | | |
|  | | | |  | | | | | | | |
|  | | | |  | | | | | | | |
|  | | | |  | | | | | | | |
| **Postcode:** | |  | | **Postcode:** | | |  | | | | |
| **Telephone Number:** | | | | **Telephone Number:** | | | | | | | |
|  | | | |  | | | | | | | |
| **Email:** | | | | **Email:** | | | | | | | |
|  | | | |  | | | | | | | |
| **May we contact your reference before interview?** | | | | **May we contact your reference before interview?** | | | | | | | |
| **Yes** |  | **No** |  | **Yes** |  | | **No** | | |  | |

|  |
| --- |
| **Additional information** |
| **Before completing this section, please read the role description and use the requirements listed below as headings to demonstrate how you meet the requirements by giving relevant details of your experience, skills and knowledge gained in employment or elsewhere. Attach one additional sheet if necessary.** |
| **Skills:** |
| **Some previous experience of practical work** |
|  |
| **A good level of physical fitness** |
|  |
| **Willingness to use power tools.** |
|  |
| **Willingness to supervise and lead volunteers.** |
|  |
| **Mechanical aptitude** |
|  |
| **Ability to interact with a range of people.** |
|  |

|  |
| --- |
| **Qualities:** |
| **Desire to work for nature’s recovery in the UK.** |
|  |
| **Willingness to develop skills and high standards of workmanship.** |
|  |
| **Passionate about the importance of wildlife and the natural environment to the health and sustainability of the planet’s climate and eco-systems.** |
|  |
| **Personal commitment to nature conservation and sustainable living** |
|  |
| **Enthusiasm, motivation and dedication** |
|  |

|  |  |
| --- | --- |
| **Recruitment Policy** | |
| It is the Trust’s policy to offer Wild Trainee roles to the candidates that best demonstrate their suitability for the role, to provide equal opportunity and not to discriminate against any person because of race, colour, ethnic or national origin, religious beliefs, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age, or disability. | |
| **Declaration: Please read this carefully, then sign and date your application** | |
| I confirm that the above information is correct and understand that misleading statements may be sufficient grounds for cancelling any agreements made including withdrawing any offer made or termination of any subsequent voluntary role.  I authorise the Gloucestershire Wildlife Trust to obtain references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving and receiving information. | |
| **Applicant's signature:** |  |
| **Date:** |  |
| *The information on this form will be used for recruitment and selection purposes only. All unsuccessful applications will be destroyed six months from the closing date of the position.*  ***When completed, please return this application form by email to: hr@gloucestershirewildlifetrust.co.uk***  *Please put “****Wild Trainee Application”*** *in the subject of the e-mail*  *Applications can also be sent in an envelope marked private and confidential to:*  *Human Resources Department*  *Gloucestershire Wildlife Trust*  *Robinswood Hill Country Park*  *Reservoir Road*  *Gloucester*  *GL4 6SX*  **Deadline for applications 18th July 11:55pm** | |