

**Confidential**

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| **APPLICATION FOR EMPLOYMENT** |

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| Surname:    Forenames: |  |
| Position applied for: |  |

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| Are you eligible to work in the UK? | YES/NO |
| Home Address: | Telephone No. (home):  Mobile No. :    Email : |
| Postcode |

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| **Educational, Technical and Professional Qualifications**  *You should give full details of all relevant educational, technical and professional qualifications, with attainment levels and subject areas clearly defined, for example:*  *Institute/professional body Qualification and attainment level*  *School/FE College/University 1st Degree Level (subject(s) & grade(s))*  *Other professional qualification*  *GCSE or equivalent (number, subject, grade)*  *A Level or equivalent (number, subject, grade)*  Continue on a separate sheet if necessary | |
| Institute/professional body | Qualification and attainment level |
|  |  |

**Details of Present or Last Employer and Previous Employers:**

*You should provide details of your employment history, starting with your current or most recent employer. In completing this section, think about voluntary or unpaid work that you may have undertaken. Note your key role and key achievements/responsibilities.*

*In the final column you should note your reasons for leaving and salary on leaving or current salary.*

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| Employer  (name and full address) | Jobs held/Key achievements | Date from and to | Reason for leaving and salary on leaving |
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**GENERAL**

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| Have you ever been dismissed from employment? |  |
| Would you have to move home if offered this job? |  |
| What clubs, societies or professional organisations do you belong to? Specify position held or level of membership (if any) |  |
| Have you ever been convicted or cautioned for any criminal offence (other than a driving offence which did not result in a disqualification)? If yes, please give details. |  |
| What are your main interests, sports and hobbies? |  |
| If offered this position, do you intend to work in any other capacity? If yes, please give details. |  |

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| **Personal Statement** You are asked to make a personal statement on this page in support of your application. The statement should give any additional relevant information and demonstrate that you have the skills, knowledge and experience for the post.: |
| If necessary, continue on a separate sheet |

**REFERENCES**

|  |  |
| --- | --- |
| Please provide the names and addresses of two referees (please provide at least one professional / work reference and, if possible, a current employment reference): | Can they be contacted now?  If NO, please state when they can be contacted. |
| 1.  Tel. No. | YES/NO |
| 2.  Tel. No. | YES/NO |

**AVAILABILITY Please give details**

|  |  |
| --- | --- |
| If offered this job when could you start? |  |
| Do you have any holiday commitments? |  |
| How did you hear about the post? |  |

**Recruitment Policy**

It is the Trust’s policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training 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**

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| 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 subsequent employment.  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.  I also understand that questions left unanswered may be discussed at interviews arising from this application. |
| Applicant's signature: |
| Date: |

The information on this form will be used for recruitment and selection purposes only and if your application is successful it will form part of your employment record. 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](mailto:hr@gloucestershirewildlifetrust.co.uk) **or in an envelope marked private and confidential to:**

Human Resources Department

Gloucestershire Wildlife Trust

Robinswood Hill Country Park

Reservoir Road

Gloucester

GL4 6SX