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| Lower Smite Farm  Smite Hill  Hindlip  Worcestershire  WR3 8SZ  enquiries@worcestershirewildlifetrust.org |  |

**Job Application Form**

Part 1. About you

Please note that Part 1 of the application form will be removed from your submission before going to the selection panel. This helps to keep the application anonymous and removes unconscious bias when shortlisting.

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| **Applicant Name** |  |
| **Position applying for** |  |
| **Email address** |  |
| **Telephone number** |  |
| **Address (including postcode)** |  |
| **How did you hear about this vacancy?** |  |
| **What is the earliest date at which you could take up an offer of employment?** |  |

* Are you eligible to work in the UK? Yes/No
* Are you under 18 years of age? Yes/No
* If invited for interview do you require any reasonable adjustments to be made? Yes/No

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| **Data protection statement** | | | |
| If you succeed in your application for employment, the information will be used in the administration of your employment with us and will be kept in line with our data retention policy. If your application is unsuccessful your details will be held on file for six months.  We may check the information collected with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. | | | |
| **Declaration** | | | |
| I declare to the best of my knowledge all information I have given on this application form is complete and true. I understand that any false declaration, misleading statement or a significant omission may disqualify me from employment. If I am not successful in my application, I understand that my application will be retained for six months. | | | |
| **Please sign to confirm your acknowledgement of and agreement with the Data Protection Statement and Declaration above.** | | | |
| **SIGNATURE** |  | **DATE** |  |

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| **References** | |
| Please give below the names and contact details for two people to whom you are well known. One of these should be your current or most recent line manager. If you have not previously been employed, one of the referees should be an appropriate member of staff of the educational establishment that you last attended. Personal references are acceptable but must not be a relative. If the role requires a DBS check, then at least one referee should be able to comment on your suitability to work with children and/or adults at risk. | |
| **Referee 1** | **Referee 2** |
| **Name:** | **Name:** |
| **Position:** | **Position:** |
| **Organisation:** | **Organisation:** |
| **Email:** | **Email:** |
| **Telephone:** | **Telephone:** |

**Should you be shortlisted for interview, you will be asked to complete a confidential Criminal Record Self Disclosure Form.**

**A criminal record is not necessarily a bar to employment with us. Decisions will be made on a case by case basis with support of HR specialists.**

Part 2. Application

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| **Present or most recent employment** | |
| **Employer’s name, address and postcode** | |
| **Post held** |  |
| **Dates of employment** |  |
| **Salary** |  |
| **Reason for leaving** |  |
| **Period of notice required** |  |
| ***Please give a brief description of your present/most recent duties and responsibilities:*** | |

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| **Previous employment** | | | | |
| **From** | **To** | **Employer** | **Position and key responsibilities** | **Reason for leaving** |
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| **Education and qualifications including training undertaken** | | |
| **Description of course(s) undertaken**  (*including specialist in-house training, short courses etc)* | **Qualifications obtained** | **Date** |
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| **Supporting statement** |
| Before completing this section, please read the job description carefully. Use the requirements listed in the person specification as headings and demonstrate how you meet the requirements by giving relevant details of your knowledge, experience, skills and personal capabilities gained in employment or elsewhere. Your supporting statement should not be longer than 2 pages. |
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