

Lower Smite Farm
Smite Hill
Hindlip
Worcestershire
WR3 8SZ



enquiries@worcestershirowildlifetrust.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.

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

Wildlife and Farming Officer Candidate number (office use only):

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:

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

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.

Wildlife and Farming Officer Candidate number (office use only):

Part 2. Application

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

Previous employment				
From	To	Employer	Position and key responsibilities	Reason for leaving

Wildlife and Farming Officer Candidate number (office use only):

Education and qualifications including training undertaken

Description of course(s) undertaken <i>(including specialist in-house training, short courses etc)</i>	Qualifications obtained	Date

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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Wildlife and Farming Officer Candidate number (office use only):