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| **Guidance Notes For Completing Your Application Form** |
| **We are fortunate to receive many applications for vacant posts and we strongly advise all applicants to read these guidance notes before completing the application form.**   1. **It is our intention to appoint the best candidate for every vacancy and to do this fairly we need all applicants to provide relevant information about themselves. This information should relate directly to the requirements of the job, which are listed in the enclosed Person Specification and which are regarded as essential in order to work effectively in post.** 2. **Your application form should provide us with as much relevant information as possible. You should not assume that the interview panel will be familiar with the type of work/activities you have experienced in the past and therefore, you should provide detailed information.** 3. **Please complete all sections of the form. It may be helpful to do a rough draft first. Please write as clearly as possible.** 4. **Section 6 of the form asks for relevant training and qualifications. We do not need a full account of your education here but please mention qualifications and/or training which are necessary or relevant (if any) to the job.** 5. **Section 10, Additional Information is the most important part of the form. You should refer to the Person Specification and provide detailed information under appropriate headings so we can make an assessment of your suitability.**   **If you do not use headings the interview panel may have difficulty in determining your suitability for the post and, therefore, it is unlikely that you will be selected for interview.**  **vi) Curricula Vitae (CVs) will NOT be accepted. 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 of the job.**  **Berks, Bucks & Oxon Wildlife Trust** |

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| **Application Form** | |
| **Please complete and return to:**  **Adrian Wallington**  **BBOWT ‘Estovers’, Greenham and Crookham Common, Burys Bank Road, Greenham, Thatcham, Berkshire RG19 8BZ**  **or email to:** [**adrianwallington@bbowt.org.uk**](mailto:adrianwallington@bbowt.org.uk) **using your name in the filename for the attachment** | **Application For The Post Of:**  **Wildlife Trainee (Conservation) in West Berkshire** |
| **Closing Date:** Monday 29th July 2019 at 9am |
| **\* Refer to the guidance notes on how to complete this form**  **\* Complete in black pen or typescript for copying purposes**  **\* Do not attach a CV as it will not be considered**  **\* Answer all questions**  \* **This page will not be used in the shortlisting process** | |

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| **1. Personal Details** | |
| **Title:**  **First Name(s):**  **Surname:**  **Preferred Name:** | Address : **Postcode:** |
| **Please give details of other means of contacting you that you consent to usage of:**  **Daytime Tel:**  **Mobile Tel:**  **Home Tel:**  **Email:** | **I declare by submitting this form that all information given is, to the best of my knowledge true and complete. I understand that if I submit any information that I know is false, or if I withhold any relevant information, this may lead to rejection of my application or if I have already been appointed, my dismissal.**  **Signed:**  **Date:**  **(Please type name if submitting by email to confirm your declaration.)** |

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| **2. Special Requirements** |
| **Please tell us if you have any special requirements to enable you to take up this post / attend interview:** |

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| **3. Recruitment Monitoring** |
| **How and where did you learn of this vacancy?** |

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| **4. Present Or Most Recent Paid, Unpaid or Student Position** | |
| **Role/Course Title:**  **Length of contract / assignment:**  **Type of Organisation:**  **Name and Address of Organisation**  **Dates of Commencement and Leaving:**  **Reason for Leaving:**  **Period of Notice Required:** | **Please give a brief description of the duties and responsibilities that you have carried out:** |

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| **5. Previous Roles (including voluntary)** | | | |
| **Position Held and Main Duties** | **Organisation Name and Address**  **Type of Organisation** | **Dates**  **From/To** | **Reason for Leaving** |
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| **6. Qualifications and Professional Development** | | | | |
| **Please give details of any relevant courses you have taken or qualifications you have gained, including specialist in-house training, short courses, degrees 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** |
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| **7. Driving Licence** |
| **Do you have a current UK-Valid Driving Licence?**  **Please give details of any current endorsements:**  **Do you have access to a motorised vehicle?** |

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| **8. 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.** |

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| **9. 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 work abilities.** | |
| **Name:**  **Position:**  **Relationship to you:**  **Address:**  **Postcode:**  **Telephone Number:**  **Email:**  **May we contact your reference before interview?** | **Name:**  **Position:**  **Relationship to you:**  **Address:**  **Postcode:**  **Telephone Number:**  **Email:**  **May we contact your reference before interview?** |

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| **10. Additional Information** |
| **Before completing this section, please read the role description. Use the requirements listed in the person specification below as headings and demonstrate how you meet the requirements by giving relevant details of your experience, skills and knowledge gained in employment or elsewhere. Continue on back page and attach one additional sheet if necessary. Please also state if you are able to commit to 6 months or a year.** |
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