# WTLogo (Herefordshire) low resHEREFORDSHIRE WILDLIFE TRUST

# APPLICATION FOR EMPLOYMENT

#### PLEASE COMPLETE THIS FORM

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| **POSITION APPLIED FOR: Volunteer Trainee Engagement Officer** | | | |
| Have you ever previously applied and/or been interviewed for a position at the Trust?  Yes  No  If yes, please tell us the position applied/interviewed for and approximate date: | | | |
| **PERSONAL DETAILS:** | | | |
| Surname: | Forenames: | | |
| Address: | Telephone No: | (home) |  |
|  |  | (work) |  |
|  |  | (mobile) |  |
|  |  |  |  |
|  | E-mail: | (home) |  |
| Post Code: |  | (work) |  |
|  |  | | |
| Current Driving Licence: YES  NO | National Insurance Number: | | |
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| Where did you learn of this position? | | | |
| **Work Permit:**  Do you need a work permit to work in the UK? YES  NO  If yes, please give details    The successful candidate will be asked to provide proof that they are eligible to work in the UK. | | | |

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| EDUCATION and QUALIFICATIONS Please state here any job-relevant qualifications, attainment level and any professional qualifications, date achieved. If an overseas qualification, state UK equivalent. | | | |
| **School, College, University, Training Body** | **Subject** | Qualification/Level | Date Achieved (year only) |
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| **EMPLOYMENT:**  Provide details here of your employment history starting with your current or most recent employer. You can include any voluntary or unpaid work that you may have done that is relevant to the role. | |
| **CURRENT POSITION:** | |
| Employer’s Name: | Position Held: |
| Address:  Post Code: | Date Appointed: |
| Present Grade:      Salary: |
| Notice Period |
| Reason for Leaving |
| Brief Description of Duties: | |

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| **PREVIOUS POSITIONS:** (most recent position first) | | | | |
| **Employer’s Name and Address** | **Position Held** | **Reason for Leaving** | **From** | **To** |
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| RELEVANT EXPERIENCE & SKILLS: |
| **Describe all experience and skills of relevance to the key areas of the job description and person specification. Please continue on the additional sheet if necessary. Please do not attach other documents such as CV’s, copies of certificates or references, as these will not be considered during the shortlisting and selection process:-** |

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| **RELEVANT EXPERIENCE & SKILLS: continued** |
| **Please use this additional sheet to describe all experience and skills of relevance to the key areas of the job description and person specification, if necessary. Do not attach further additional sheets or attachments such as CV’s, copies of certificates or references, as these will not be considered during the shortlisting and selection process:-** |

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| REFERENCES: Please give the details of 2 referees, one of whom should be your present or last employer. | |
| Name:  Address:  Post Code:  Email:  Telephone No (office hours):  **Please tick the above boxes if you wish to be consulted before referees are approached** | Name:  Address:  Post Code:  Email:  Telephone No (office hours):  **Please tick the above boxes if you wish to be consulted before referees are approached** |

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| **DECLARATION:** | |
| Signed:  Date: | |
| Please return the completed form:  By post to:  By email to: | **Karen Roberts,**  **Family Engagement Officer,**  **Queenswood Country Park and Arboretum,**  **Dinmore Hill,**  **Leominster.**  **HR6 0PY**  [k.roberts@queenswoodandbodenhamlake.org](mailto:k.roberts@queenswoodandbodenhamlake.org) |
| **Applications received after the deadline will not be considered** | |
| *Herefordshire Wildlife Trust, Company Limited by guarantee and registered in England and Wales No: 743899. Registered Charity No. 220173, Registered Office: Queenswood Country Park, Dinmore Hill, nr/ Leominster, HR6 0PY* | |
| **As we are a charity, and in order to reduce costs, only those applicants invited to interview will be contacted. If you have not been contacted within two weeks of the closing date please assume that you have been unsuccessful. Thank you for applying.** | |