



Herts & Middlesex Wildlife Trust

APPLICATION FORM

CANDIDATE NO _____

<p>PLEASE COMPLETE AND RETURN TO:</p> <p>Chief Executive Herts and Middlesex Wildlife Trust Grebe House St Michael's Street St Albans Herts AL3 4SN</p>	<p>APPLICATION FOR THE POST OF: (Please insert job title)</p> <p>-----</p> <p>Closing date: (Please insert date)</p> <p>-----</p>
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Notes: Complete in black pen or typescript for copying purposes
Please answer all questions
Do not attach a cv as it will not be considered

Surname	Initials
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Address	Postcode
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Daytime Tel No	Evening Tel No
Email address	

Present or most recent employment / study / volunteer work

Post	Since what date
Employer / Place of Study or Volunteer Work	
Full time <input type="checkbox"/> Part time <input type="checkbox"/> <small>(please tick/double click to select)</small>	Current salary
<p>Are you still employed? Yes <input type="checkbox"/> No <input type="checkbox"/> <small>(please tick/double click to select)</small></p> <p>If yes, amount of notice required</p> <p>If no, the date employment ended and reason for leaving</p>	
<p>Work permit required Yes <input type="checkbox"/> No <input type="checkbox"/> <small>(please tick/double click to select)</small></p>	

Previous employment (please list in chronological order beginning with the most recent)

Name and address of employer	Position	Full/Part time	Dates from/to	Reason for leaving

Education undertaken since the age of 16

School/College/ University	Dates From/to	Qualifications (State levels, grade and date acquired)

Membership of professional bodies

Name of institute/professional body	Current level of membership	Membership Number

Details of voluntary activities, interests and experience (please list)

Training and development

Please include details of any training (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application

Please continue on a separate sheet if necessary

Please state in your own words how your skills, knowledge and experience enable you to fulfil the requirements of the post. Please look carefully at both the job description and person specification to help you respond to this question.

Please continue on separate sheet if necessary

Other Details

Do you have a full driving licence	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(please tick/double click to select)
Do you have access to a car to use at work	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(please tick/double click to select)

Do you have the legal right to live and work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(please tick/double click to select)
Is this subject to having a work permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(please tick/double click to select)
You will need to produce photographic identification and proof of the above if you are shortlisted.			

Health and Disability

Do you have a disability as defined by the Disability Discrimination Act 2005?
Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick/double click to select)
Will you require any reasonable adjustments to be made as part of the recruitment process?
Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick/double click to select)
Please give details:

Criminal Record

Please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act (Exceptions) Order 1975 and/or (Northern Ireland) 1979.

Referees

Give details of TWO people, not related to you, who will be approached as to your suitability for the post. The first should be your present employer or your last employer if not currently employed. The second should be someone who is able to comment on your work abilities.

Name	
Address	
Daytime phone no	Evening phone no
Relationship to applicant	
Please tick if you prefer that we do not contact this referee prior to interview <input type="checkbox"/>	

Name	
Address	
Daytime phone no	Evening phone no
Relationship to applicant	
Please tick if you prefer that we do not contact this referee prior to interview <input type="checkbox"/>	

I confirm that, to the best of my knowledge, the information on this form is correct. I accept that if any of the enclosed information is found to be untrue after my appointment, I may be liable for dismissal without notice.

I hereby authorise you to take up references from my present Employer, my previous Employer(s) or the people that I have submitted as personal referees before / after interview **as I have indicated above**. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate.

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request and on payment of a fee of £10 the right of access to personal data held about them.

I hereby give my consent to the Herts & Middlesex Wildlife Trust processing and retaining the data supplied in this application form for an appropriate period of time for the purpose of recruitment, selection and employment.

Signed

Dated

Please also complete and return the Equal Opportunities Monitoring form