

# APPLICATION FORM

Private & Confidential



Herts & Middlesex

APPLICATION FORM

CANDIDATE NO \_\_\_\_\_

**PLEASE COMPLETE AND RETURN TO:**

Chief Executive  
Herts and Middlesex Wildlife Trust  
Grebe House  
St Michael's Street  
St Albans  
Herts  
AL3 4SN

**APPLICATION FOR THE POST OF:**

**Hertfordshire Living Rivers Officer**

**Closing date:**  
**9.00am on 20th February 2012**

**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

Address

Postcode

Daytime Tel No

Evening Tel No

Email address

## Present or most recent employment

Post

Since what date

Employer

Full time  Part time   
(please tick/double click to select)

Current salary

Are you still employed? Yes  No  (please tick/double click to select)

If **yes**, amount of notice required

If **no**, the date employment ended and reason for leaving

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Work permit required    Yes     No     (please tick/double click to select)

**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

### Experience and Skills

Using the headings below, please state how your skills, knowledge and experience enable you to fulfil the requirements of the post. Please support your statements with examples. (Maximum of 2 sides of A4)

**Working with and advising farmers and other private landowners**

**Project management**

**River and wetland ecology and management**

**Farming and agri-environment schemes**

**Recruiting, managing and motivating volunteers**

**Planning and managing conservation tasks**

**Working in partnership with a wide range of voluntary and professional organisations**

**Organising events, giving talks, leading walks and developing interpretation**

**Organisation, self-motivation and ability to work to deadlines**

**IT skills including GIS, ideally ArcGIS 10, as well as Word, spreadsheets and websites**

Please continue on separate sheet if necessary

**Other Details**

Do you have a full driving licence      Yes       No       (please tick/double click to select)

Do you have access to a car to use at work      Yes       No       (please tick/double click to select)

## Health and Disability

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 called to interview.	
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**

Please separate the completed Application Form from the Equal Opportunities Form and email both to [recruitment@hmwt.org](mailto:recruitment@hmwt.org) by the closing date



**EQUAL OPPORTUNITIES MONITORING FORM**

Herts & Middlesex Wildlife Trust operates an Equality and Diversity policy and no person will be discriminated against in seeking employment or during such employ, with the Trust on the grounds of age, disability, ethnic origin, gender, marital status, political allegiance, race, religious belief, sexual orientation, responsibility for dependants or unrelated criminal convictions.

The following information will be used only for monitoring our Equality and Diversity Policy and will not be used for any other purpose. It will be separated from the application form before short-listing and kept confidentially by the personnel department.

Post applied for:- Hertfordshire Living Rivers Officer

Gender    M                            F       

Date of birth .....    Age .....

Do you consider yourself disabled?    Yes                        No   

Registration nos. :- .....

Please describe your ethnic origin by ticking one of the following boxes:-

- European White
- European Black
  
- White other         .....
  
- Afro-Caribbean
- African
- Asian
  
- Other                 .....

Where did you see this post advertised?

.....

Please separate the Equal Opportunities Form from the Application Form and email both to [recruitment@hmwt.org](mailto:recruitment@hmwt.org) by the closing date