

**Private & Confidential**

**APPLICATION FORM CANDIDATE NO:**

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| **PLEASE COMPLETE AND RETURN TO:**RecruitmentHerts & Middlesex Wildlife TrustGrebe HouseSt Michael’s StreetSt AlbansHertsAL3 4SN | **APPLICATION FOR THE POST OF:**Business Support Assistant**CLOSING DATE:**9am, Monday 1 July 2019 |
| **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: |

|  |  |
| --- | --- |
| Daytime phone no: | Evening phone no: |
| Email address: |

**Present or most recent employment**

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| --- |
| Employer: |
| Post: |
| Since what date: |
| Full time [ ]  Part time [ ]  Current salary:(please double click to select)  |
| Are you still employed? Yes [ ]  No [ ]  (please double click to select)  If **yes,** amount of notice required If **no**, the date employment ended and reason for leaving |
| Work permit required Yes [ ]  No [ ]  (please double click to select)  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer | Position / Salary | Full / Part time | Datesfrom/to | Reason for leaving |
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|  |  |  |  |  |

Please extend the table if necessary

Education undertaken since the age of 16

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| --- | --- | --- |
| School/College/University | DatesFrom/to | Qualifications (State levels, grade and date acquired) |
|  |  |  |
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|  |  |  |
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Please extend the table if necessary

Membership of professional bodies

|  |  |  |
| --- | --- | --- |
| Name of institute/professional body | Current level of membership | Membership Number |
|  |  |  |
|  |  |  |
|  |  |  |
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**Details of voluntary activities, interests and experience (please list)**

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Training and development

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

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| 1. Support the Reception function
2. General office administration
3. Maintaining and processing accurate records
4. Booking and scheduling training courses
5. Understanding of basic H&S principles
6. Good IT skills, including a good standard across the MS Office suite of applications
7. Excellent organisation skills and ability to prioritise and work to deadlines
8. Ability to maintain confidentiality at all times
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**Health and Disability**

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| Will you require any reasonable adjustments to be made as part of the recruitment process?Yes [ ]  No [ ]  (please double click to select) If yes, please describe: |

**Other Details**

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| Do you have a full driving licence Yes [ ]  No [ ]  (please double click to select) |
| Do you have access to a car to use at work Yes [ ]  No [ ]  (please double click to select)  |
| Do you have the legal right to live and work in the UK?  Yes [ ]  No [ ]  (please double click to select) |
| Is this subject to having a work permit? Yes [ ]  No [ ]  (please double click to select)**In accordance with Home Office/UK Border Office requirements, you will need to produce evidence of Right to Work if called to interview** |

**Criminal Record**

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

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| --- |
| Name: |
| Address: |
| Daytime phone no: Evening phone no: |
| Email address: |
| Relationship to applicant: |
| Please double click box if you prefer that we do not contact this referee prior to interview [ ]  |

|  |
| --- |
| Name: |
| Address: |
| Daytime phone no: Evening phone no: |
| Email address: |
| Relationship to applicant: |
| Please double click box if you prefer that we do not contact this referee prior to interview [ ]  |

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| --- |
| 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 or after interview as indicated above. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate.Information from this application will be processed in accordance with the General Data Protection Regulations. Individuals have, on written request, the right of access to personal data held about them. Please see our Applicant Privacy Notice on our website - <http://www.hertswildlifetrust.org.uk/policies>.Signed Dated |

 **Please also complete and return the Equal Opportunities Monitoring Form which is used for monitoring purposes only.**

Please email your completed Application and Equal Opportunities forms to recruitment@hmwt.org or by post to: Recruitment, Herts & Middlesex Wildlife Trust, St Michael’s Street, St Albans, Herts AL3 4SN