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**Application Form**

*Before applying please ensure you are able to commute daily to our offices in St. Albans and any of the Trust’s sites within a reasonable timeframe. If you are thinking of relocating to this area please research these options prior to submitting an application.*

**Private & Confidential**

**CANDIDATE NO:**

|  |  |
| --- | --- |
| **PLEASE COMPLETE AND RETURN TO:**  [recruitment@hmwt.org](mailto:recruitment@hmwt.org)  *Applications by email will only be accepted*  *Do not attach a CV as it will not be considered*  *Please answer all questions* | **APPLICATION FOR THE POST OF:**  **CLOSING DATE:** |

|  |  |
| --- | --- |
| Surname: | Initials: |

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| Address: |

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

**Present or most recent employment**

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| Employer: |
| Job title: |
| Summary of current role (100 words max): |
| 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 |

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

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| --- | --- | --- | --- | --- | --- |
| Name and address of employer | Job title | Salary | Dates from/to | Reason for leaving | Full /  Part time |
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Please extend the table if necessary

**As per our Safer Recruitment Policy, please account for any gaps (12 months or more) or discrepancies in employment history**

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Education undertaken since the age of 16

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| Institution  (School/college/university) | Dates  (From/to) | Qualifications  (State levels, grade and date acquired) |
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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) (200 words max)**

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Training and development

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. (1200 words max)**

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| 1. Experience of practical habitat management 2. Experience of leading and working with volunteers 3. Knowledge of UK habitats and species 4. Knowledge of health and safety systems and procedures 5. Experience of infrastructure repairs & inspections 6. Experience of working with livestock 7. Knowledge of tree safety survey 8. Experience of leading guided walks 9. Experience driving work vehicles, in particular four wheel drives 10. Ability to demonstrate skills in organisation, self-motivation and the ability to work to deadlines |

**Please provide information regarding your previous work with children, young people and/or adults at risk.**

**Please explain why you want to work for Herts & Middlesex Wildlife Trust and the added value that you would bring. (Max 100 words)**

**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)  Understand that the role requires being on an out of hours rota, after 3 months of service, which may require attendance in person within a reasonable time to any of the reserves responsible by HWWT.  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)  If yes, 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** |

**Referees**

Please 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: |
| Organisation: |
| 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: |
| Organisation: |
| 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>  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 |