

# EMPLOYMENT APPLICATION FORM - CONFIDENTIAL

**POSITION APPLIED FOR**

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| **GUIDANCE NOTES** |
| * **Please ensure you refer to the Application Guidance Notes on our website prior to completing this form** |

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| **1. PERSONAL INFORMATION** | | | |
| SURNAME |  | FORENAMES |  |
| ADDRESS |  | | |
|  | | | |
| TELEPHONE NO |  | MOBILE |  |
| EMAIL ADDRESS |  | | |

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| **2. PREVIOUS APPLICATIONS** | | | |
| Please detail below any other positions you have applied for within the Trust over the past 12 months | | | |
| POSITION |  | DATE |  |
| POSITION |  | DATE |  |
| POSITION |  | DATE |  |

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| **3. WORK PERMIT** | | | | |
| The successful candidate will be asked to provide proof that they are eligible to work in the UK | | | | |
| Do you need a work permit to work in the UK - if yes, please give details | YES |  | NO |  |
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| **4. ACCESS** | | |
| Do you require any reasonable adjustments to be made during the interview process? | YES | NO |
| If "yes", please give brief details of any access requirements you may have or any other information that you feel would help us to accommodate your needs during your [interview/assessment test] and thus meet our obligations under the Equality Act 2010: | | |

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| **5. EDUCATION AND TRAINING** | | | | |
| Please give details of any relevant courses you have taken or qualifications gained, including specialist in-house training, short courses etc. Please also give details of the awarding body and date of study/qualification | | | | |
| Name of qualification or course | Training Provider | Grades | Dates | Full time/Part time/short course |
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| **6. DRIVING LICENCE** | | | | |
| Do you hold a current full driving licence? | YES |  | NO |  |
| Do you have access to your own motorised transport | YES |  | NO |  |
| Please give details of any driving convictions and/or penalties on licence: | | | | |
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| **7. CRIMINAL RECORD** |
| Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. |
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| **8. PRESENT OR MOST RECENT EMPLOYMENT (voluntary or paid)** | | | | | | |
| EMPLOYER’S NAME AND ADDRESS | Post held | |  | | | |
|  | Hours per week |  | Paid |  | Voluntary |  |
|  | Date of commencement | |  | | | |
|  | Date of leaving (if applicable) | |  | | | |
|  | Period of notice required | |  | | | |
|  | Reason for leaving | |  | | | |
| Please give a full description of the duties and responsibilities you carry/carried out | | | | | | |
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| **9. PREVIOUS EMPLOYMENT (voluntary and paid)** | | | | |
| From | To | Employer | Position & Hours Worked | Reason for Leaving |
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| **10. ADDITIONAL INFORMATION** |
| **Please ensure that you read the Guidance Notes for Applicants carefully BEFORE completing this section. Candidates who follow the guidelines provided are more likely to be selected for interview.** |
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| **ADDITIONAL INFORMATION CONT’D** |
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| **11. PERSONAL REFERENCES** | | | | | | | | | | | | |
| Please give details of two people, not related to you, who may be approached for references as to your suitability for the post. The first should be your present or most recent employer, line manager or tutor. The second should be someone who is able to comment on your work abilities | | | | | | | | | | | | |
| NAME |  | | | | | | NAME |  | | | | |
| POSITION |  | | | | | | POSITION |  | | | | |
| RELATIONSHIP TO YOU |  | | | | | | RELATIONSHIP TO YOU |  | | | | |
| ADDRESS |  | | | | | | ADDRESS |  | | | | |
|  | | | | | | |  | | | | | |
| TELEPHONE NO |  | | | | | | TELEPHONE NO |  | | | | |
| EMAIL ADDRESS |  | | | | | | EMAIL ADDRESS |  | | | | |
| May we contact before interview | | YES |  | NO |  | May we contact before interview | | | YES |  | NO |  |

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| **12. DECLARATION** | | | |
| I declare to the best of my knowledge that the information provided on this form and any accompanying documents is correct. I understand that false information may lead to the termination of employment or withdrawal of a job offer. I agree that the content of this form and any accompanying documents may be treated as part of any Contract of Employment agreed between myself and Kent Wildlife Trust. | | | |
| Signature |  | Date |  |

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| **11. WHERE DID YOU HEAR ABOUT THIS VACANCY?** |
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| **13. RETURNING OF FORM** |
| Applications should be submitted **via our secure, GDPR compliant recruitment portal using the link from the vacancy page of our website. Please ensure you do this in plenty of time as the link will expire after the deadline.**  If you have any problems with the application process, please email [hr@kentwildlife.org.uk](mailto:hr@kentwildlife.org.uk) |
| Please note that submitting your Application Form electronically will automatically be regarded as confirmation that the information provided is correct.  By submitting your application, you acknowledge that that you have read, understood and accepted the Recruitment Privacy Policy on our website. |