



Dear Applicant,

Thank you for your interest in working with Kent Wildlife Trust.

Kent Wildlife Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

Kent Wildlife Trust has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

Kent Wildlife Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

GUIDANCE NOTES FOR COMPLETING YOUR APPLICATION FORM

a) It is our intention to appoint the best candidate for every vacancy and to do this fairly we need all applicants to provide relevant information about themselves. This information should relate directly to the requirements of the job, which are listed in the Job Description and which are regarded as essential in order to work effectively in post.

b) Please complete the Applicant Information Form along with a Cover Note outlining your suitability for the role supported by an up to date copy of your CV.

c) Cover Note - is the most important part of your application. To enable us to make an accurate assessment of your suitability, you should refer to the Job Description and provide detailed information under appropriate headings so we can make an assessment of your suitability, which clearly demonstrates how your skills, knowledge, qualifications, training and experience meet both the requirements of the job and those qualities considered essential and desirable in a successful candidate. If you do not use headings, the shortlisting panel may have difficulty determining your suitability for the post and it is, therefore, more likely that you will not be selected for interview.

You should not assume that the interview panel will be familiar with the type of work/activities you have experienced in the past and therefore, you should provide detailed information.

Please limit your Cover Note to no more than two sides of A4. We believe that is sufficient space to enable candidates to demonstrate their suitability for the role and for the shortlisting panel to be able to assess their ability to communicate this in a clear and concise manner.

Please note that it is not sufficient to say that you have the relevant experience, skill or ability – you need to give specific examples of how you meet each of the requirements, eg describe a situation where you have used the required skills. It is important that you are explicit about your experience and skills because as an equal opportunities employer, we are unable to make assumptions.



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- d) Please complete all sections of the applicant form. If you are not applying on line please write as clearly as possible, and in black ink (for copying purposes).
- e) Section 7 – References. You should nominate two referees to whom we can turn for a confidential reference, one of whom should be your current or most recent employer. References will only be taken up for those candidates chosen for interview or, with regard to your current employer, on offer of contract.
- f) The provision of false or misleading information by a candidate who is appointed will be grounds for termination of employment without notice.
- g) The selection panel will comprise of at least 2 people and they will consider your application form objectively. They will assess whether you have addressed the shortlisting criteria detailed in the Person Specification and whether you have provided sufficient evidence.

Where there is high volume of applications, the selection panel will shortlist the candidates who have best demonstrated that they meet the requirements.

h) Criminal Records

- Some posts within Kent Wildlife Trust are exempt from some provisions of the Rehabilitation of Offenders Act 1974 because they involve working with vulnerable adults or children or have access to sensitive information. In these cases, the Trust is entitled to ask for details of all spent and unspent convictions.
- If you are successful at being appointed to one of these posts, we will ask you to complete a form from the DBS and any offer of employment will be subject to a DBS clearance.
- Please note that a criminal record will not necessarily prevent you from being employed by Kent Wildlife Trust and each case will be considered individually.

i) Work Permit

- If you are appointed, you will need to provide proof that you are entitled to work in the UK prior to starting work with the Trust.

m) Data Protection

- Your application form will be treated in the strictest confidence. Information collected through the recruitment process is kept on file for 6 months and is then securely destroyed.
- If you are successful, relevant information will be retained on your personnel file.