



GUIDANCE NOTES FOR COMPLETING YOUR APPLICATION FORM



We can create a Wilder



but we can't do it alone.

Dear Applicant,

Thank you for your interest in working with Kent Wildlife Trust! This could be the first step in working amongst passionate conservationists striving to achieve the vision of a Wilder Kent.

Kent Wildlife Trust aims at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of your abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.

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.

Please continue to read for guidance notes for completing your application and if you have any questions email jobs@wilderkent.org.uk where we will be happy to help.



**Consultancy
Services**



CV

It can be tempting to just use your existing CV and tweak it to fit whatever role you are applying for. We suggest that you start a fresh and really think about Kent Wildlife Trust, our Wilder Kent vision and the job that you want. Look at the Job Description and Person Specification within and tailor your skills and experience to that. It will help to make you stand out and demonstrate that you have researched and thought about the role.

A CV is usually made up of the following sections and as long as we have the information below you can tailor it however you would like.

Personal Data

Name, contact details, email address

Personal Statement

Tell us about yourself! Make it succinct and interesting. Who are you? What is your experience and your career goals? What makes you perfect for this role?

Experience

Include dates and details of all the jobs you have done, elaborating on the ones that are particularly relevant to this role. Include data if it will be helpful.

Tell us about projects you've worked on or managed. What was the outcome? How did you measure success?

Qualifications

We value experience as much as education and qualifications but for some of our technical roles we may require something very specific. Tell us absolutely everything, including outcomes.

If you're a recent **university graduate or have limited work experience**, include school-related projects or coursework that demonstrate relevant skills and knowledge.

Keep it short. We don't have a length requirement, but concision and precision are key — so think twice before letting your CV move onto multiple pages, and take careful aim with your information.

If you had a **break in career** tell us about that too. Everything has gone towards building your experience!



Cover Letter

! This is the most important part of your application !

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.

Do 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

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.

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.





Other useful information concerning your application

- ✓ Please complete all sections of the applicant form. If you are not applying online please write as clearly as possible, and in black ink (for copying purposes).
- ✓ Section 7 – References. You should nominate two referees to whom we can contact 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.
- ✓ The provision of false or misleading information by a candidate who is appointed will be grounds for termination of employment without notice.
- ✓ 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.



- 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.

- Employing people from abroad

The Trust will not employ an individual unless they have a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required original documents or the Trust being able to carry out a check on the Home Office online right to work checking service confirming their right to do the work in question. For the Trust to be able to conduct an online check, the candidate must have shared their right to work details with the employer using the Home Office prove your right to work to an employer online service.

- 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.

We wish you every success with your application!