

GUIDANCE NOTES FOR COMPLETING YOUR APPLICATION

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 always aims to recruit the person who is most suited to the job. Recruitment will be solely based on 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 role.

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 to work effectively in post.

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



CV

It can be tempting to 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!





Personal Statement

The panel may not be familiar with the type of work/activities you have experienced in the past. Please provide context and all relevant information.

Give specific examples of how you meet the requirements within the person specification. It is important to be explicit about your experience and skills.

As an equal opportunities employer, we will not make assumptions.

Approximately 300 words is sufficient space to demonstrate your suitability for the role and for the shortlisting panel to be able to assess your ability to communicate in a clear and concise manner.



Kent
Wildlife Trust

Other useful information concerning your application

- ✓ Please complete all sections of the application form.
- ✓ 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 two people and they will consider your application objectively. They will assess whether you have addressed the shortlisting criteria detailed in the Person Specification and whether you have provided sufficient evidence.



- A Safer Organisation

Kent Wildlife Trust Group is an organisation that prioritises a safe environment for volunteers, staff, and members of the public. We believe that everyone has a responsibility to safeguard children, young people, and adults at risk to maintain trust, uphold legal standards, and ensure ethical behaviour. Read the [Kent Wildlife Trust Safeguarding Commitment Statement](#) here.

All staff and volunteers are DBS checked at a minimum of Basic Level (or whichever level is suitable) for the role.

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.

- 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.

- Employing people from abroad

The Trust will only employ an individual if 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 information 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!

