

Plumgarths

Crook Road

Kendal

LA8 8LX

Tel: 01539 816300

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admin@cumbriawildlifetrust.org.uk

# APPLICATION FOR EMPLOYMENT

 **POST:**….

As an inclusive employer, Cumbria Wildlife Trust values diversity and is committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. We actively encourage applications from people of all backgrounds and cultures. We believe that a diverse workforce will help us create our vision of people close to nature, with land and seas rich in wildlife.

1. **Personal Details:**

Full Name: …

Address: …

 ……

 …… Post Code:…

Tel: Work: … extn: … Home:…

Email: …

Please indicate if we may telephone you at work Y/N…

Do you have a full, current United Kingdom driving licence? …

If yes, do you have any current endorsements?…

Are you prepared to use your own car on Trust business? …

1. **Education:**

## A. Secondary Education:

Give full details of the examinations you have taken or are about to take:

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| --- | --- | --- | --- | --- |
| **Name of School** | **Qualification title** | **Level** | **Grade** | **Date Taken** |
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**B. Further Education:**

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| **Name and address of university, polytechnic, college etc** | **Full or part-time** | **Dates From To** |
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| **Title of qualifications eg degree (with class and division), diploma, certificate etc and subjects studied** | Date Awarded |
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**C. Professional Qualifications:**

Give details of your membership of any professional body, examinations taken and yourperformance in them.

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**Present Employment:**

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| **Name and address of present employer (or last employer if not in employment)** | Dates of employmentFrom To | **Type of work, position held and reason for leaving** |
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|  |  | Present/Last salary £ |

##### Can we contact this employer for a reference now? Y/N:…

**B. Name of person to be contacted:**…

**C. Telephone:**…

**D. Email:**…

**E. Length of notice required if you are offered the position:**…

**4. Previous Employment:**

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| --- | --- | --- |
| **Name and address of previous employers** | Dates of employmentFrom To | **Type of work, position held and reason for leaving** |
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**5.** Give details of time not already accounted for over the last 10 years, including unemployment, time abroad or self-employment.

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| From  | To | Details |
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**6.** Please set out any relevant experience you have with any organisation you have worked for in a voluntary capacity.

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**7. Referees:**

Referees may be contacted prior to an offer of employment being made.

Please give the name, address, telephone number and email address of two referees (other than your present employer and at least one from a previous employer or where appropriate a representative from an educational institution) who can be consulted as to your character and/or ability to fill the post.

1. …

…

… Post Code:.

Telephone:…

Email:…

2**.** …

…

… Post Code:.

Telephone:…

Email:…

**8. Membership of Conservation Organisation:**

Are you a member of any Conservation Organisation? If so please list with approximate joining dates.

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**9. Please enclose a separate letter (no more than two pages), covering the following points:**

1. Please set out briefly how your qualifications and experience make you a suitable candidate for this vacancy.
2. Why you are interested in applying for this post.
3. Spare time interests and activities.
4. Any other information relevant to your application.

**Important Notes:**

1. Although we must interpret strictly and impartially the prescribed conditions regarding

nationality and qualifications, we cannot undertake to investigate the eligibility of every candidate before the selection board is held. You should, therefore, satisfy yourself of your eligibility before applying. If you are successful, a complete enquiry may be made into your eligibility after the interview result has been announced.

2. If you give details, which you know to be false or you withhold relevant information, you will be liable to disqualification, or dismissal if you are employed as a result of giving false information or withholding information.

1. If you are shortlisted, documentation showing your entitlement to live and work in the

UK will be required at interview.

1. Applicants shortlisted for an interview will be asked to disclose any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).
2. If an offer of employment is made, completion of the Trust's Medical Questionnaire will be required.

**10.** **Declaration:**

By submitting this application:

I declare that the information I have given on the application form is true to the best of my knowledge and belief. I understand that my application may be rejected and/or that I may be dismissed if I have given false information or withheld relevant information.

I consent to the referees listed on this form, being contacted.

I understand that the information on this application form and gathered during the recruitment process will be processed for purposes registered by the Employer under the provisions of the General Data Protection Regulation. Details of the data we collect, retain and process about you are stated in our Candidate Privacy Notice which can be found on our website.

Signature:… Date:…

**Please note that only short listed candidates will be contacted. If you have not heard anything within 14 days of the closing date, please assume your application has not been successful.**

Please tell us how you found out about this vacancy …

…