**Plumgarths**

**Crook Road**

**Kendal**

**LA8 8LX**

**Tel: 01539 816300**

**Fax: 01539 816301**

**admin@cumbriawildlifetrust.org.uk**



|  |
| --- |
| APPLICATION FOR EMPLOYMENT |

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 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.

**Please complete the form electronically and return to** [**admin@cumbriawildlifetrust.org.uk**](mailto:admin@cumbriawildlifetrust.org.uk) **outlining in your cover email, how your skills and experience make you a suitable candidate for this vacancy.**

|  |  |
| --- | --- |
| **POSITION APPLIED FOR:** |  |

|  |
| --- |
| THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE |

|  |  |
| --- | --- |
| **Section 1. Personal Details** | |
| **Full Name:** |  |
| **Address:** |  |
| **Post code:** |  |
| **Telephone (home/mobile):** |  |
| **Telephone (work):**  Please only provide this number if we can contact you at work |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **Yes** | **No** |

Do you have a full, current UK driving licence?

|  |
| --- |
|  |

If yes, do you have any current endorsements?

|  |  |
| --- | --- |
| **Yes** | **No** |

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

|  |
| --- |
|  |

Please tell us how you found out about this vacancy?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 2. Education & Qualifications**  Please give full details of any examinations you have taken or are about to take and qualifications achieved if applicable: | | | | | |
| **Dates** | | Names of schools/colleges attended | Qualifications gained (or being sought) | Date awarded / expected | Grades obtained or predicted |
| **From** | **To** |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Section 2. (continued) Volunteer work**  **Please list any voluntary work you have been involved with** | | |
| Organisation | Dates | Details |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Section 2. (continued) Training Courses**  **Please list any other training courses you have attended** | | |
| Organisation | Dates | Details |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 3. Employment**  **Please provide information of your current and previous employment (no more than 10 years)** | | | |
| **Dates** | | Employer’s name, address and business | Position held and daily role / duties |
| **From** | To |
|  |  |  |  |

##### Can we contact your current (your most recent) employer for a reference now? Yes No

|  |  |
| --- | --- |
| **Name of person to be contacted:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Length of notice required if you are offered the position:** |  |

|  |
| --- |
| **Section 4. References** |

Please provide contact details of two referees (employer or representative from an educational institution or professional organisation) who can provide a suitable character reference.

|  |  |
| --- | --- |
| **Referee 1:** | |
| **Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Capacity in which known to you:** |  |
| **Can this person be contacted prior to an offer of employment?** |  |

|  |  |
| --- | --- |
| **Referee 2:** | |
| **Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Capacity in which known to you:** |  |
| **Can this person be contacted prior to an offer of employment?** |  |

|  |
| --- |
| **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:** |  |

**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.

**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.**