|  |  |  |
| --- | --- | --- |
| CONFIDENTIAL | |  |
|  | |
| SHEFFIELD & ROTHERHAM WILDLIFE TRUSTAPPLICATION FORM, Part 1 of 2 | |
|  | |
| Post title: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post reference: |  |  | Applicant’s reference no (For HR to complete): |  |

|  |
| --- |
| Part 1 – personal details (essential |

#### Please complete:

|  |
| --- |
| 1. Personal Details |

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | First Name: |  |
| Address: |  | Tel Nos: |  |
|  |  | Home: |  |
|  |  | Daytime: |  |
| Postcode: |  | Mobile: |  |
| E-mail: |  | | |

**Part 1 or the application form will be removed prior to shortlisting and will not form any part of the shortlisting procedure.**

**Where did you see this post advertised?**

**I confirm that all of the information given in this form is correct and complete.**

**Signed: Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| Protecting **Wildlife** for the Future | | | |
| **Post title:** | | | **Applicant’s reference no (HR to complete):** |
|  | | |  |
| SHEFFIELD & ROTHERHAM WILDLIFE TRUSTAPPLICATION FORM, Part 2 of 2 | | | |
| **Present or Most Recent Job** | | | |
| Employer’s Name & Address: | | Job Title: | |
|  | |  | |
| Dates of Employment: | |
|  | |
| Period of Notice Required: | |
|  | |
| Brief Outline of Duties: | | | |
|  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Previous Employment (Most Recent First) | | | | |
| DATE | | EMPLOYER’S NAME | POSITION / GRADE | BRIEF DESCRIPTION OF RESPONSIBILITIES |
| FROM | TO |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| EDUCATION | | | |
| SCHOOLS / COLLEGES / UNIVERSITIES ATTENDED | QUALIFICATIONS AND GRADES OBTAINED | DATES | |
| FROM | TO |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| PROFESSIONAL AND OCCUPATIONAL TRAINING | | | |
| TRAINING ESTABLISHMENT | COURSE ATTENDED | DATES | |
| FROM | TO |
|  |  |  |  |
| What type of driving licence do you hold? | |  | |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| REFERENCES - Confidential | | | |
| *Please give details of two people, not related to you, who may be approached for references as to your suitability for the post. One should be your present employer (last employer if not currently employed). The second should be someone who is able to comment on your work abilities.* | | | |
| Reference 1 | | Reference 2 | |
| NAME: |  | NAME: |  |
| ADDRESS: |  | ADDRESS: |  |
|  |  |  |  |
|  |  |  |  |
| POSTCODE: |  | POSTCODE: |  |
| POSITION: |  | POSITION: |  |
| TEL NO: |  | TEL NO: |  |
| E-MAIL: |  | E-MAIL: |  |
|  |  |  |  |
| DO YOU HAVE ANY OBJECTIONS TO THE REFERENCES BEING SOUGHT PRIOR TO INTERVIEW? YES / NO | | | |
|  | | | |

|  |  |
| --- | --- |
| REHABILITATION OF OFFENDERS / ASYLUM AND IMMIGRATION ACTS | |
| If you have any convictions to declare please do so in a separate envelope marked:  **‘For the attention of the Human Resources Manager, in strict confidence – to be opened by the addressee only.’** | |
|  | |
|  |  |
|  |  |
| Are you currently eligible for employment in the UK? In order to comply with the Asylum and Immigration Act 1996, any offer of employment will be subject to provision of documentation showing your entitlement to work in this country, e.g. National Insurance number, Passport, etc | YES / NO |

|  |
| --- |
| ADDITIONAL INFORMATION |
| **Before completing this section, please read the enclosed person specification and guidance notes carefully. Use the requirements listed in the person specification as headings (e.g. Area A; Experience, Area B; Knowledge, Area C; Skills, Area D; Personal Qualities) and demonstrate how you meet the requirements by giving relevant details gained in employment or elsewhere. Continue on an additional sheet if necessary but no more than 2 sides of A4.** |
| **Declaration:** I confirm that to the best of my knowledge the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. Because of the sensitive nature of the duties the post holder will be expected to undertake, I understand that the declaration will include details of any unspent criminal convictions, I understand too that the relevant level of disclosure (standard or enhanced) necessary for the post will be sought in the event of a successful application.  Signed:  Dated: |
|  |
|  |

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| --- |
| Protecting **Wildlife** for the Future |

To comply with the Data Protection Act the information provided on this form will be used by SRWT for recruitment and employment purposes only. All unsuccessful applications will be retained for six months following the closing date of the post. This form will be kept securely filed and destroyed by shredding. If you agree to us processing your data for recruitment purposes please signify your agreement.

I agree to SRWT processing my data for application for a vacancy

I do not agree to SRWT processing my data for application for a vacancy

Signed:

Print Name:

Date:

|  |
| --- |
| Sheffield and Rotherham Wildlife TrustPart 3. Equal Opportunities and Monitoring |

**Please note that it is compulsory to complete the Equal Opportunities and Monitoring section of this form. The information requested will be used for monitoring and administration purposes only, and is not seen by the recruitment panel.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Gender** | | | | | |
| Male |  | Female |  | **Non-binary** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other |  | Prefer to self-describe |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2. Age** | | | | | | | | | | | | | | | | | | | | |
| **16 - 18** | | **19 - 24** | | | **25 - 30** | | | **31 - 40** | | | | **41 - 50** | | | **51 - 60** | | | **61+** | | |
|  |  |  |  | |  | |  |  | |  | |  | |  |  |  | |  | |  |
| **3. Ethnic Group** | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| White | | | |  | | Black African | | | | |  | | Black Caribbean | | | |  | |  | |
|  | | | | | | | | | | | | | | | | | | | | |
| Mixed: Black & White | | | |  | | Mixed: Asian & White | | | | |  | | Chinese | | | |  | |  | |
|  | | | | | | | | | | | | | | | | | | | | |
| Asian: Bangladeshi | | | |  | | Asian: Indian | | | | |  | | Asian: Pakistan | | | |  | |  | |
|  | | | | | | | | | | | | | | | | | | | | |
| Other | | | |  | | Please specify: | | |  | | | | | | | | | | | |

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| **4. Religious Belief** | | | | | | | |
|  | | | | | | | |
| None |  | Church of England | |  | Christian |  |  |
|  | | | | | | | |
| Roman Catholic |  | Protestant | |  | Buddhist |  |  |
|  | | | | | | | |
| Jewish |  | Hindu | |  | Muslim |  |  |
|  | | | | | | | |
| Sikh |  | Other | Please specify | | | | |

**5. Disability**

The Equality Act 2010 defines disability as a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Do you consider that you have a disability as defined under the Equality Act? |  | Yes |  | No |  |  |

#### This information will be removed from your application and will only be used for anonymous EDI monitoring only.

#### 

If you prefer please put this document in a sealed envelope marked: Please return Parts 1 and 2 to:

the Human Resource Officers. Sheffield & Rotherham Wildlife Trust, 37 Stafford Road, Sheffield, S2 2SF. Or email to recruitment@wildsheffield.com