# JOB APPLICATION FORM

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| **Job title** |  |
| **Post ref** |  |

## PART 1 – PERSONAL DETAILS

This section is removed from the shortlisting process

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| **First name** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Contact telephone number** |  |
| **Email address** |  |

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| **Right to Work 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 | |
| I confirm that I’m currently eligible for employment in the UK? | Choose an item. |

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| **Rehabilitation of Offenders acts**  You are required to declare all current ‘unspent’ criminal convictions or cautions (including reprimands and final warnings). You are not required to disclose convictions or cautions which have become ‘spent’.  Answering ‘yes’ to the question below will not necessarily bar you from appointment. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances. | |
| Have you been convicted of a criminal offence which is not spent as defined in the Rehabilitation of Offenders Act 1974? (Required) | Choose an item. |
| If you have answered yes you should provide details directly to the HR Team either by email to [recruitment@wildsheffield.com](mailto:recruitment@wildsheffield.com) or by contacting HR on 0114 263 4335 | |
| **Data Protection**  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 | Choose an item. |

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| **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 relevant level of disclosure (DBS) necessary for the post will be sought in the event of a successful application.  Choose an item. |

**Equality, diversity & inclusion**

We are committed to equality, diversity and inclusion including during our recruitment process. If you would like to talk to a member of the HR time about any support or adjustments that would enable you to fully participate in the recruitment process please do contact us.

[recruitment@wildsheffield.com](mailto:recruitment@wildsheffield.com) or by contacting HR on 0114 263 4335

## END OF PART 1

## PART 2 – APPLICATION DETAILS

## Employment history

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| --- | --- |
| **Present or most recent job** | |
| **Employer name & address** |  |
| **Employment start (Month & Year)** |  |
| **Employment end**  **(Month & Year)** |  |
| **Job title** |  |
| **Brief description of role** |  |

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| **Previous employment** | | | | |
| **Employer** | **Date** | | **Job title** | **Brief description of responsibilities** |
| **From** | **To** |
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## Volunteer history

Please use this space to detail any voluntary roles

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| --- | --- | --- | --- | --- |
| **Organisation** | **Date** | | **Role** | **Brief description of responsibilities** |
| **From** | **To** |
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## References

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).

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| **Full name** |  |
| **Organisation** |  |
| **Post held** |  |
| **Address** |  |
| **Postcode** |  |
| **Contact telephone number** |  |
| **Email address** |  |
| **Do you have any objections to the references being sought prior to interview?** | Choose an item. |

|  |  |
| --- | --- |
| **Full name** |  |
| **Organisation** |  |
| **Post held** |  |
| **Address** |  |
| **Postcode** |  |
| **Contact telephone number** |  |
| **Email address** |  |
| **Do you have any objections to the references being sought prior to interview?** | Choose an item. |

## Education

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| --- | --- | --- | --- | --- |
| **School/College/universities attended** | **Date (MM/YY)** | | **Qualification obtained** | **Grade** |
| **From** | **To** |
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## Training

Please use this space to detail any professional/occupational undertaken

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| --- | --- | --- | --- | --- |
| **Training provider or organisation** | **Date (MM/YY)** | | **Course title** | **Qualification if relevent** |
| **From** | **To** |
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## SUPPORTING INFORMATION

Before completing this section, please read the enclosed person specification and guidance notes carefully.

This section is an important part of how we assess your application and should be used to demonstrate how you meet the requirements of the role. Only use the criteria indicated on the person specification as being assessed at application stage. You DO NOT need to repeat education, training already provided.

You may add boxes and extend the size of the boxes but should not exceed more than 3 sides of A4.

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| Criteria (please state) |
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| Criteria (please state) |
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| Criteria (please state) |
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| Criteria (please state) |
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## Part 3 – Equal opportunities monitoring

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

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The data is collated and used to help us assess the strength of diversity of applicants and identify areas that may not be supporting equality of opportunity.

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| **Gender** | Choose an item. |
| **Age group** | Choose an item. |
| **Ethnicity** | Choose an item. |
| **Religious belief**  **Please state** | Choose an item. |
| **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?** | Choose an item. |
| **Where did you see this post advertised?** |  |

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

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