A picture containing icon

Description automatically generatedApplication for employment

Confidential Record

*This form must be completed fully and honestly.*

*If not applicable, please write ‘Not Applicable’ in the space provided.*

|  |  |
| --- | --- |
| Application details | |
| Position applied for | **Bat Conservation Officer** |
| Please tell us where you saw this post advertised? |  |
| Date of application |  |

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| --- | --- | --- | --- | --- | --- |
| Personal details | | | | | |
| Title | Mr/Ms/Mrs/Miss/Dr/ Prof/Other | | Forename |  | |
| Family name |  | | | | |
| Home Address | | | Current Address *(if different)* | | |
| Telephone No. | |  | Mobile No. | |  |
| Email Address | |  | | | |

Are you eligible for employment in the United Kingdom? Yes 🞏 No 🞏

What documentation can you provide in order to demonstrate this?

🞏 British Passport or EEA Passport 🞏 Birth Certificate

🞏 National Identity Card 🞏 Official document containing NI number

🞏 UK Residence Permit 🞏 UK work permit

🞏 Letter from the Home Office 🞏 Immigration Status Document

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| --- | --- | --- | --- |
| Education and qualifications *(starting with the most recent)* | | | |
| INSTITUTION *(Name and Address)* | AWARD and SUBJECT  *(eg, A-level/Degree etc.)* | | RESULTS *(Achieved/Expected)* |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| Membership of professional bodies | | | |
|  | | | |
| Employment history *(Starting with the most recent. Please add additional employment boxes as necessary.)* | | | |
| Company: | | | |
| Address: | | | |
| Nature of business: | | Notice period: | |
| Employment dates: | | Reasons for leaving: | |
| Most recent position held and nature of duties: | | Previous positions held (with dates): | |
|  | | | |
| Company: | | Reasons for leaving: | |
| Address: | | | |
| Employment dates: | | | |
| Position held and nature of duties: | | | |

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| *In the following sections, the Trust is looking for evidence that demonstrates you have the right level of competencies to do the job. Please provide the most relevant and recent examples in relation to this job.* |

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| Relevant employment experiences |
| **Bat conservation and research**  *Use the space below to provide your best examples of projects you have worked on, including the techniques you have used, licences you hold or are named on.* |
|  |
| **Volunteer leadership and engagement**  *Use the space below to provide evidence of your skills and experiences in this area including any new initiatives, numbers of volunteers managed and how you managed the health and safety of volunteers.* |
|  |
| **Report writing, record keeping and publications**  *Use the space below to provide evidence of your skills and experiences in this area, including programs used*  *and materials produced.* |
|  |
| **IT skills**  *Use the space below to outline your competency level with IT, including MS Office, mapping and database systems, visual equipment, interacting with social media, etc.* |
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| **Additional information**  Please outline why you are motivated to take up this position and why you feel you are suitable for this post. Please refer specifically to the Job Description and the bullet points in the ‘Ideal Candidate Profile’ to structure your answer. |
|  |

|  |  |  |
| --- | --- | --- |
| References | | |
| Referee one |  | Referee two |
| Name: |  | Name: |
| Job title: |  | Job title: |
| Address: |  | Address: |
| Tel: |  | Tel: |
| Email: |  | Email: |
| In what capacity does your referee know you? |  | In what capacity does your referee know you? |

|  |
| --- |
| 🞏 Please tick to indicate that you have a full, valid UK driving licence (this is required for the post). |

Declaration

*I authorise Vincent Wildlife Trust to obtain references to support this application once an offer has been made and accepted. To the best of my knowledge, all the information I have given is true. I understand that any false statement may disqualify me from employment or render me liable to dismissal. I give my consent to my personal information being processed in relation to my application for employment. Data Protection Act — the information given to us in this form will only be used in relation to your application for employment. By signing this declaration, you are giving us your express consent to retain and process this information under the Data Protection Act 1998.*

|  |
| --- |
| **SIGNATURE ……………………………………………………………………………………… DATE ………………………………………………** |

Please email your application to [hr@vwt.org.uk](mailto:hr@vwt.org.uk) (Subject: Bat Conservation Officer)

Or, if this is not possible, by post (marked ‘Job Application – Bat Conservation Officer’) to:

Operations Manager, Vincent Wildlife Trust, 3-4 Bronsil Courtyard, Eastnor, Ledbury, Herefordshire HR8 1EP

Deadline for receipt of applications: Midnight on Sunday 2 June 2024.