EMPLOYMENT APPLICATION FORM

Candidate Ref No:

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| Guidance Notes | | | | |
| **Please ensure you refer to the Application Guidance Notes on our website prior to completing this form.** | | | | |
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| **POSITION APPLIED FOR** |  | | | |
| **1. PERSONAL INFORMATION** | | | | |
| Name: | | | | |
| Home Phone: | | | Mobile:  Phone: | |
| First line of address: | | | | |
| City: | | County: | | Post Code: |
| Email address: | | | | |
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| **2. PREVIOUS APPLICATIONS** | | | |
| Please detail below any other positions you have applied for within the Trust over the past 12 months | | | |
| POSITION |  | DATE |  |
| POSITION |  | DATE |  |
| POSITION |  | DATE |  |

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| **3. REFERENCES** | | | | | | | | | | | | |
| Please give the details of two referees, stating how long you have known them. One should be your current or most recent employer. References for shortlisted candidates will be taken up before interview unless you request otherwise. | | | | | | | | | | | | |
| NAME |  | | | | | | NAME | |  | | | |
| OCCUPATION |  | | | | | | OCCUPATION | |  | | | |
| TIME KNOWN |  | | | | | | TIME KNOWN | |  | | | |
| ADDRESS |  | | | | | | ADDRESS | |  | | | |
|  | | | | | | |  | | | | | |
|  | | | | | | |  | | | | | |
| TELEPHONE NO |  | | | | | | TELEPHONE NO | |  | | | |
| EMAIL ADDRESS |  | | | | | | EMAIL ADDRESS | |  | | | |
| May references be taken up before interview | | YES |  | NO |  | May references be taken up before interview | | YES | |  | NO |  |

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| **4. Proof of right to work in the UK** | | | | |
| Are there any restrictions on your right to work in the UK? | YES |  | NO |  |
| If yes, please state restrictions and the expiry date of any permissions: | | | | |

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| **5. EDUCATION AND TRAINING** | | | | |
| Please give details of any relevant courses you have taken or qualifications gained, including specialist in-house training, short courses etc. Please also give details of the awarding body and date of study/qualification | | | | |
| Name of qualification or course | Training Provider | Grades | Dates | Full time/Part time/short course |
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| **6. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS** |
| Please give details of any professional organisations of which you are a member – please include your membership number, level and expiry date of your membership |
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| **7. DRIVING LICENCE** | | | | |
| Do you hold a current full driving licence? | YES |  | NO |  |
| Do you have any current endorsements? | YES |  | NO |  |
| Do you have use of a car? | YES |  | NO |  |

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| **8. Vetting, Disclosure and Barring Checks** |
| Some of the work we do at Sussex Wildlife Trust involves working with children and vulnerable young adults and we have a responsibility to ensure we follow a thorough process for making sure candidates are suitable for the role. As part of our Safer Recruitment Practices for some job roles it may be a requirement for us to obtain a criminal record check via the Disclosure and Barring Service (DBS). There are 3 levels of check we could apply for. The check required will be determined by the tasks within the job description, the level of interaction with children and vulnerable young adults and whether any tasks or activities are defined as ‘Regulated Activities’.  I confirm I understand that if it is a requirement of the job role I am applying for I may be asked to complete a Criminal Records Self-Disclosure Form prior to interview. This form (and instructions for its completion) will be provided along with an invitation to interview. The completed form should be submitted in a sealed envelope and will only be opened and reviewed if an offer of employment is made, following which I will be provided with the relevant DBS forms to complete for submission to the DBS.  Please Tick ⃣ |

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| **9. PRESENT OR MOST RECENT EMPLOYMENT (voluntary or paid)** | | | | | | |
| EMPLOYER’S NAME AND ADDRESS | Post held | |  | | | |
|  | Hours per week |  | Paid |  | Voluntary |  |
|  | Date of commencement | |  | | | |
|  | Date of leaving (if applicable) | |  | | | |
|  | Period of notice required | |  | | | |
|  | Reason for leaving | |  | | | |
| Please give a brief description of the duties and responsibilities you carry/carried out | | | | | | |
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| **10. PREVIOUS EMPLOYMENT (voluntary and paid)** | | | | |
| From | To | Employer | Position & Hours Worked | Reason for Leaving |
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| **11. ADDITIONAL INFORMATION** |
| Please ensure that you read the Guidance Notes for Applicants carefully BEFORE completing this section. Candidates who follow the guidelines provided are more likely to be selected for interview. |
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| **ADDITIONAL INFORMATION CONT’D** |
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| **12. DECLARATION** | | | |
| Data protection statement  All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment. practices.  For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available on our vacancy section of our website.  Declaration  I confirm that the above information is complete and correct and that any untrue or misleading information will give the Sussex Wildlife Trust the right to terminate any employment offered. I understand that any offer of employment is subject to the Sussex Wildlife Trust being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions (where appropriate) and satisfactory completion of a probationary period.  I hereby give my consent to the Sussex Wildlife Trust processing the data supplied in this application form for the purpose of recruitment and selection.  I declare that the information given in this application is to the best of my knowledge complete and correct. I understand that any false, incomplete or misleading statements may lead to dismissal. | | | |
| Signature |  | Date |  |

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| **13. RETURNING OF FORM** | |
| Please return this form to: | Human Resources Department  Sussex Wildlife Trust  Woods Mill  Henfield  West Sussex  BN5 9SD |
| Alternatively, email it to: | **swt-recruitment@sussexwt.org.uk** |
| Please note that by submitting your Application Form electronically, the receipt of your email will automatically be regarded as confirmation that the information provided is correct. | |