

PRIVATE AND CONFIDENTIAL

APPLICATION FOR THE POST OF:

INSTRUCTIONS FOR COMPLETION:

- Complete typing in the required boxes
- Answer all questions
- Do not attach a C.V.
- Upload to URL displayed in URL

recruitment@bumblebeeconservation.org

Please note we are unable to accept applications via email due to GDPR regulations.

APPLICANT INFORMATION

TITLE:	SURNAME:	FORENAME(S):
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ADDRESS (including postcode):

DAYTIME TELEPHONE NUMBER:	EVENING TELEPHONE NUMBER:
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EMAIL ADDRESS:

CAN YOU PROVIDE PROOF OF YOUR RIGHT TO LIVE AND WORK IN THE UK?
 Yes No (please tick/double click to select)

DO YOU HOLD A FULL CLEAN DRIVING LICENCE? Yes No (please tick/click to select)

DO YOU HAVE ACCESS TO A CAR TO USE AT WORK? Yes No (please tick/click to select)

IF YOU HAVE A DISABILITY WILL YOU REQUIRE ANY REASONABLE ADJUSTMENTS MADE TO ENABLE YOU TO ATTEND AN INTERVIEW?
 Yes N/A (please tick/double click to select)

If yes please provide details:

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE (DECLARATION SUBJECT TO THE REHABILITATION OF OFFENDERS ACT 1974)?
 Yes No (please tick/double click to select)

If yes please provide details:

EMPLOYMENT HISTORY**PRESENT OR MOST RECENT EMPLOYMENT**

DATE FROM:	DATE TO:
JOB TITLE:	COMPANY NAME:
DUTIES & RESPONSIBILITIES:	
SALARY:	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> (please tick/click to select)
REASON FOR LEAVING:	
IF STILL EMPLOYED PLEASE STATE NOTICE PERIOD REQUIRED:	

PREVIOUS EMPLOYMENT *Please continue on a separate sheet if necessary*

DATE FROM:	DATE TO:
JOB TITLE:	COMPANY NAME:
DUTIES & RESPONSIBILITIES:	
SALARY:	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> (please tick/click to select)
REASON FOR LEAVING:	

DATE FROM:	DATE TO:
JOB TITLE:	COMPANY NAME:
DUTIES & RESPONSIBILITIES:	
SALARY:	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> (please tick/click to select)
REASON FOR LEAVING:	

DATE FROM:	DATE TO:
JOB TITLE:	COMPANY NAME:
DUTIES & RESPONSIBILITIES:	
SALARY:	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> (please tick/click to select)
REASON FOR LEAVING:	
DATE FROM:	DATE TO:
JOB TITLE:	COMPANY NAME:
DUTIES & RESPONSIBILITIES:	
SALARY:	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> (please tick/click to select)
REASON FOR LEAVING:	
DATE FROM:	DATE TO:
JOB TITLE:	COMPANY NAME:
DUTIES & RESPONSIBILITIES:	
SALARY:	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> (please tick/click to select)
REASON FOR LEAVING:	

EDUCATION

DATE FROM:

DATE TO:

SCHOOL/COLLEGE/UNIVERSITY:

QUALIFICATIONS *Please state level and grade obtained*

DATE FROM:

DATE TO:

SCHOOL/COLLEGE/UNIVERSITY:

QUALIFICATIONS *Please state level and grade obtained*

DATE FROM:

DATE TO:

SCHOOL/COLLEGE/UNIVERSITY:

QUALIFICATIONS *Please state level and grade obtained***TRAINING & DEVELOPMENT**

DATE FROM:

DATE TO:

TRAINING INSTITUTE/AWARDING BODY:

QUALIFICATIONS *Please state level and grade obtained*

DATE FROM:

DATE TO:

TRAINING INSTITUTE/AWARDING BODY:

QUALIFICATIONS *Please state level and grade obtained*

DATE FROM:

DATE TO:

TRAINING INSTITUTE/AWARDING BODY:

QUALIFICATIONS *Please state level and grade obtained*

PERSONAL STATEMENT

Based on the job description & person specification detail how your knowledge, skills and experience will enable you to fulfil the requirements of the post. You can also include details of any voluntary activities or interests, as well as any other relevant information you would like us to consider in support of your application.

This should be a minimum of 1 page and a maximum of 2 pages.

Empty space for personal statement.

DECLARATION

- I confirm that, to the best of my knowledge, the information on this form is correct.
- I accept that if any of the enclosed information is found to be untrue after my appointment, I may be liable for dismissal without notice.
- I authorise you to contact the references listed on this form and make any other checks deemed appropriate once an offer of employment is made.
- I am aware that the information given will be processed and stored by the Bumblebee Conservation Trust in accordance with the Data Protection Act 1998 and I have the right to view any personal data held about me (upon written request and payment of an administration fee).

NAME (PLEASE PRINT):

SIGNATURE:

DATE: