|  |  |  |
| --- | --- | --- |
| APPLICATION FOR EMPLOYMENT | *CandidateNo. .* | DWTlogoMedCMYKexport |
| Dorset Wildlife Trust, Brooklands Farm, Forston, Dorchester DT2 7AA | CONFIDENTIAL |
| Tel: 01305 264620 Email: recruitment@dorsetwildlifetrust.org.uk |
| Please complete in black ink or electronically |  |
| **Post applied for**: | |  |

|  |
| --- |
| Personal Details |
| Mr/Mrs/Ms/Dr: First name: Surname: |
| Permanent address: |
| Postcode: |
| Tel. No. (Daytime) Evening/Mobile Email: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Education and qualifications | | | | |
| **Name & Address of Establishment** | **Subjects** | **Level** | **Date** | **Grade** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Further Education:** university degrees, professional qualifications, technical certificates, diplomas etc. | | |
| Name & Address of Establishment | Qualifications | Dates |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Other Training/Qualifications that you feel are particularly relevant to the post:** | | |
| Course title | Duration | Date |
|  |  |  |

|  |
| --- |
| **Voluntary work (where applicable)** |
| Organisation; Time period; Frequency (eg. One day per week); type of work |
| Other relevant experience |
|  |
| Hobbies and interests |
|  |
| Criminal Record |
| Please give details of any unspent criminal offences in accordance with the rehabilitation of offenders act (exceptions) order 1975 and/or (Northern Ireland) 1979. |

|  |  |
| --- | --- |
| References | |
| Please give details of two people, not related to you, who may be approached for references as to your suitability for the post. The first should be your present employer or your last employer if not currently employed. The second should be someone who is able to comment on your personal qualities. | |
| (1) NAME:  POSITION:  ADDRESS:,  POSTCODE:  TEL. NO. | (2) NAME:  POSITION:  ADDRESS:  POSTCODE:  TEL. NO. |
| May we contact your references before your interview? | 1. YES 🞏 NO 🞏  2. YES 🞏 NO 🞏 |

|  |
| --- |
| Present employment |
| Employer’s name and address: |
| Post: |
| Date Started: |
| Main responsibilities: |
|  |
| **Full time or part time:** **Period of notice required:** **Current Salary:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employment** in chronological order – most recent first (continue on separate sheet if necessary) | | | | |
| Employer  *(name and address)* | Post | Full time or part time | From - To | Reason for leaving |
|  |  |  |  |  |

|  |
| --- |
| Computer experience |
| *Please describe your experience with computers with particular reference to the skills required in the job description:* |

|  |
| --- |
| Additional information |
| Before completing this section, please read the **job description** carefully. Use the requirements listed in the **person specification** section as headings (eg Area A: Experience; Area B: Knowledge; Area C: Skills; Area D: Personal Qualities) and demonstrate how you can meet the requirements by giving relevant details of your experience, skills and knowledge gained in employment or elsewhere.  **Continue on one additional sheet, if necessary and attach.**  **Area A: Experience**  **Area B: Knowledge**  **Area C: Skills/Qualifications**  **Area D: Personal qualities** |

|  |
| --- |
| **I CONFIRM THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION GIVEN ON THIS FORM IS CORRECT.**  SIGNATURE: DATE: |

|  |
| --- |
| **For monitoring purposes only – please tell us where you saw this post advertised.** |