

**Application for Employment**

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| **Application for the post of** (please complete): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **Please complete and return by email to** [**recruitment@bbcwildlife.org.uk**](mailto:recruitment@bbcwildlife.org.uk)  Email applications are preferred, but if you are unable to complete this electronically please return to:  Recruitment, Birmingham and Black Country Wildlife Trust, Centre of the Earth, 42 Norman Street, Birmingham, B18 7EP |

Please answer all questions

Expand boxes as required

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| **1. PERSONAL DETAILS** | |
| Title:  First Name:  Surname:  Email: | Address:  Postcode:  Daytime / Mobile:  Home Telephone No.: |

| **2. PRESENT AND PREVIOUS EMPLOYMENT INCLUDING VOLUNTEERING** | | | |
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| **DATES:**  **FROM - TO**  **MONTH / YEAR** | **ORGANISATION** | **TITLE, MAIN DUTIES & SALARY** | **REASON FOR LEAVING/**  **NOTICE PERIOD** |
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| **3. EDUCATION AND QUALIFICATIONS** | | |
| **NAME & ADDRESS OF ESTABLISHMENT** | **QUALIFICATION AND GRADE** | **DATE** |
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| **4. RELEVANT TRAINING / COURSES UNDERTAKEN** | |
| **PLEASE INCLUDE:**   * Any specialist in-house training * Training / courses currently attending |  |
| **NAME OF COURSE / TRAINING** | **DATE** |
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| **5. MEMBERSHIP OF PROFESSIONAL INSTITUTIONS** |
| **PLEASE INCLUDE:**   * Level and date of membership * Whether gained by examination |
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| **6. ADDITIONAL INFORMATION** |
| Before completing this section, please read the Job Description and Person Specification provided carefully. Use the requirements listed in the Job Description and Person Specification and demonstrate how you meet the requirements by giving relevant details of your experience, skills and knowledge gained in employment or elsewhere. |
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| **7. WORK PERMIT** |
| If you need a work permit you will need to provide it before starting work. All candidates will be asked to provide proof that they are eligible to work in the UK e.g. passport. |
| DO YOU REQUIRE A WORK PERMIT? |

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| **8. 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 |
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| **9. 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). The second should be someone who is able to comment on your work abilities. | |
| 1. Name:  Address:  Post code:  Relationship to you:  Telephone no:  Email address:  Can we approach this person prior to interview? | 2. Name:  Address:  Post code:  Relationship to you:  Telephone no:  Email address:  Can we approach this person prior to interview? |

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| **10. DECLARATION** | |
| I declare that the information I have given is, to the best of my knowledge, true and correct: | |
| Signed: | Date: |