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| **JOB APPLICATION FORM**  **Please use black type or black ink.**  **Please send completed application forms in a file format compatible with MS Word or as a pdf file to** [**recruitment@wiltshirewildlife.org**](mailto:recruitment@wiltshirewildlife.org) **.** | |
| **Post applied:** | **Closing date:** |

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| PERSONAL DETAILS | |
| **Full Name:** |  |
| **Address:**  **Post Code:** | **Home Tel. No.:**  **Mobile Tel. No.:**  **Email Address:** |

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| **EDUCATION, TRAINING AND MEMBERSHIP** | | |
| **Details** | **Date** | **Grades/Level** | |
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| **VOLUNTARY ACTIVITIES AND INTERESTS:** |
| Please give details of any activities or interests that are relevant to the role you are applying for: |

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| **EMPLOYMENT HISTORY (Please provide details from your current or most recent employer and other relevant employment history)** |
| **Current or most recent**  Employer Name:  Job Title:  Pay:  Length of time with Employer  Reason for leaving:  Duties:  **Other relevant employment history:** |

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| If you closely acquainted/related to any elected Council Member or senior employee of Wiltshire Wildlife Trust Ltd please provide details: |
| Please indicate where you saw the advertisement: |

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| **SUPPORTING STATEMENT** |
| Please explain why this post interests you and demonstrate how you meet the requirements as stated in the Job Description and Person Specification. This information will be used in the shortlisting process (please continue onto another page if needed). |

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| **REFERENCES AND DECLARATION** |

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| Employment is subject to the Trust receiving satisfactory references. Whenever possible, references will be taken from previous employers. If you are unemployed you should quote a previous employer and if you are self-employed you should quote a client. Where it is not possible to quote a previous employer e.g. for school leavers, someone who knows you in an official capacity (e.g. teacher) should be quoted. At least one other must be someone who knows you in a work related capacity (e.g. supervisor or tutor) and who is able to comment on your aptitude for the post. | |
| **First Referee Name:**  Relationship to you and/or Position:  Tel No.:  Email: | You may  may not  approach this referee before interview |
| **Second Referee Name:**  Relationship to you and/or Position:  Tel No.:  Email: | You may  may not  approach this referee before interview |

To the best of my knowledge I declare that the information contained in this application form is accurate and correct and:

(i) I understand that the deliberate omission or falsification of information could lead to disqualification of my application or later dismissal, if appointed.

(ii) I understand that the information provided on this application will be stored and processed by Wiltshire Wildlife Trust Ltd for a period of six months for recruitment purposes and if successful the information will be stored on the Trust’s personnel filing systems both electronically and in hard copy.

(iii) Where I cannot provide evidence of qualifications and / or suitable references I understand that the offer of employment may be rescinded and / or employment terminated.

(iv) Where the post for which I am applying requires me to work with children and / or vulnerable adults I hereby agree to a disclosure being made by the Disclosure and Barring Service about the existence and content of a criminal record unspent, or otherwise, where relevant. (A criminal record will not necessarily be a bar to obtaining a position within Wiltshire Wildlife Trust Ltd.)

(v) Should I be short-listed I understand that I will be required to provide documentary evidence of my right to live and work in the United Kingdom under the Asylum and Immigration Act 1996.

Signature: …………………………………………………………………. Date: …........…...........