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| CONFIDENTIAL |  |
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| SHEFFIELD & ROTHERHAM WILDLIFE TRUST APPLICATION FORM |
|  |
| Post title: |  |

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| --- | --- | --- | --- | --- |
| Post reference:  |  |  | Applicant’s reference no (For HR to complete): |  |

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| Part 1 – personal details (essential  |

#### Please complete:

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| 1. Personal Details |

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | First Name: |  |
| Address: |  | Tel Nos: |  |
|  |  | Home: |  |
|  |  | Daytime: |  |
| Postcode: |  | Mobile: |  |
| E-mail: |  |

**Where did you see this post advertised?**

**Are you currently eligible for employment in the UK? Yes/no**

(In order to comply with the Asylum and Immigration Act 1996, any offer of employment will be subject to provision of documentation showing your entitlement to work in this country, e.g. National Insurance number, Passport, etc)

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| REHABILITATION OF OFFENDERS / ASYLUM AND IMMIGRATION ACTS |
| If you have any convictions to declare please do so in a separate envelope marked:**‘For the attention of the Human Resources Manager, in strict confidence – to be opened by the addressee only.’** |

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| Part 2 –supporting information |

**PLEASE ATTACH A COPY OF YOUR CURRENT CV.**

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| ADDITIONAL INFORMATION |
| Please provide any qualifications or experience not covered by your CV which you feel makes you a good candidate for the role that you are applying for. |
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| REFERENCES - Confidential |
| *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.* |
| Reference 1 | Reference 2 |
| NAME: |  | NAME: |  |
| ADDRESS: |  | ADDRESS: |  |
|  |  |  |  |
|  |  |  |  |
| POSTCODE: |  | POSTCODE: |  |
| POSITION: |  | POSITION: |  |
| TEL NO: |  | TEL NO: |  |
| E-MAIL: |  | E-MAIL: |  |
|  |  |  |  |
| DO YOU HAVE ANY OBJECTIONS TO THE REFERENCES BEING SOUGHT PRIOR TO INTERVIEW? YES / NO |
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| Protecting **Wildlife** for the Future |

**Declaration:** I confirm that to the best of my knowledge the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. Because of the sensitive nature of the duties the post holder will be expected to undertake, I understand that the declaration will include details of any unspent criminal convictions, I understand too that the relevant level of disclosure (standard or enhanced) necessary for the post will be sought in the event of a successful application.

Signed:

**Data Protection**

To comply with the Data Protection Act the information provided on this form will be used by SRWT for recruitment and employment purposes only. All unsuccessful applications will be retained for six months following the closing date of the post. This form will be kept securely filed and destroyed by shredding. If you agree to us processing your data for recruitment purposes please signify your agreement.

I agree to SRWT processing my data for application for a vacancy

I do not agree to SRWT processing my data for application for a vacancy

Signed:

Print Name:

Date: